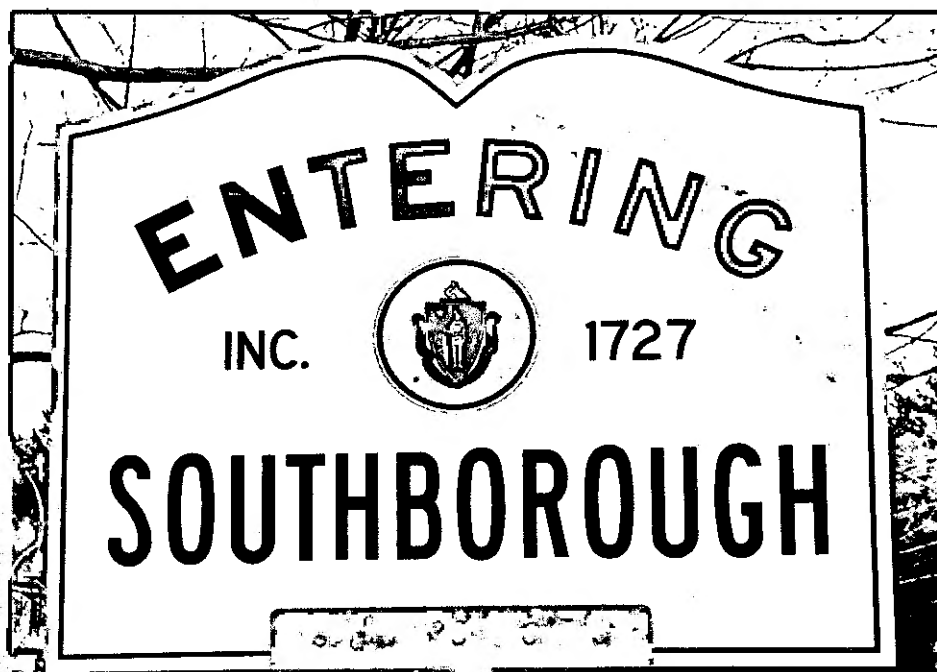


**2011 ANNUAL REPORT**

**THE TOWN OF**  
**SOUTHBOROUGH, MASSACHUSETTS**



**Southborough**  
***Past and Present ~ People and Places***

*One Hundred Thirty-Eighth*

**ANNUAL REPORT**

*of the*

**TOWN OF SOUTHBOROUGH**

**MASSACHUSETTS**



*For the Year Ending*

***December 31, 2011***

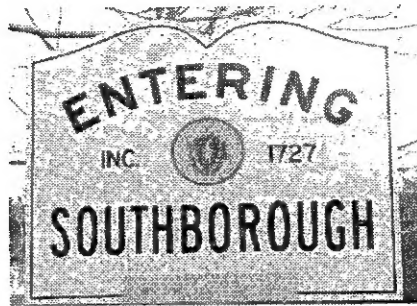
***Credits***

***Front matter, graphics, and layout***  
Donna McDaniel and Gail Grandy

***Reports***  
Department heads, committee chairs

***Photographs***  
"Entering Southborough" sign: James Colleary  
Richard Upjohn: Courtesy of Fay School  
Richard Curran: His family  
Postcards of various older buildings and scenes:  
The Southborough Historical Society collection

# SOUTHBOROUGH 2011 ANNUAL REPORT



## Southborough Past and Present

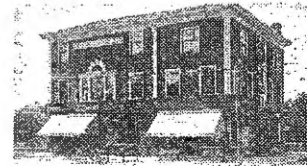
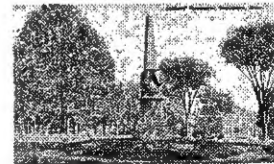
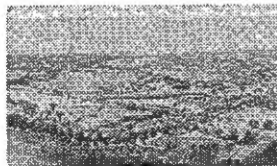
### Honoring People

Richard Curran and Richard Upjohn

Pages ii-iii

and

### Places

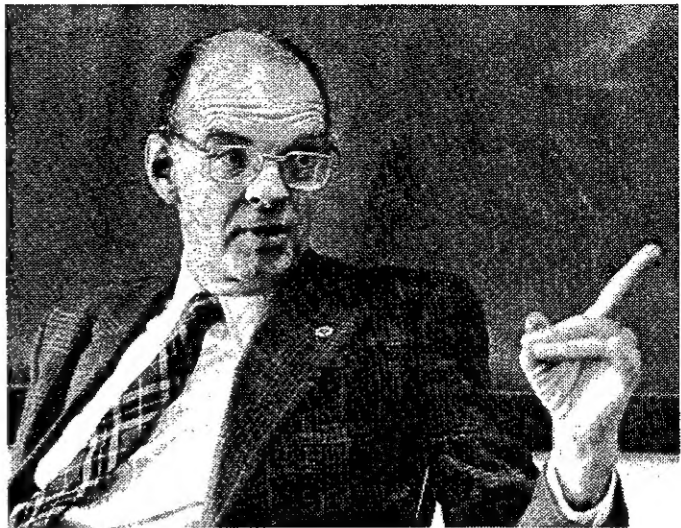


What places are these? Answers with pictures throughout the report.

Richard Upjohn  
(1929-2012)

**"An exceptional human being" who  
lived a full life, Dick will be  
remembered for...**

His steadfast honesty and integrity, his tireless work ethic, his love for hiking, running, mountain climbing, gardening, teaching, and athletics, and for being seen bicycling to work and around town year-round, regardless of weather conditions...



His dedication to Fay School and his students, his passion for his subject matter-- history; even after retiring from teaching in 1997, he continued mentoring students and assisting with some school activities...

His extraordinary commitment during his 34 years on the Conservation Commission; he pored over maps and materials; handled controversial issues with tact and diplomacy, and visited every site that came before the commission and so knew the wetlands in Southborough better than anyone...

Being the Conservation Commission's "grand chairman;" instrumental in the adoption of the town's Wetlands Protection Bylaw, its Stormwater and Erosion Control Bylaw, and the Community Preservation Act and serving on that committee from its 2004 inception...

Championing the town's acquisition of the former Davco Orchard and the purchase of a conservation restriction on Chestnut Hill Farm. For helping establish the recycling programs at Fay and in the town. His contributions were recognized as the 2003 winner of the state Environmental Service Award...



And for his great sense of humor and his plaid clothes (Fay's "plaid day" will, we hope, continue in memory to Dick), his dedication to students, and his service to two beloved communities—his school and his town...

## Richard Curran (1929-2012)



"Always smiling and loving to laugh" and a model for young people, Dick will be remembered for...

Buying "the spa" in the middle of town when he came home from serving in the Navy in the Korean War and retiring some 30 years later...

Being a fine man, fine husband, fine family man...

Always having a great smile and loving to laugh [even when he was mad at someone]...

His gentle grace, his caring heart, his wise counsel, his wonderful sense of humor...

Loving good stories...

Being "Mr. Southborough" and, with his wife, Eileen, "part of backbone" of the community...

Being a gentleman through and through, a role model for young people...

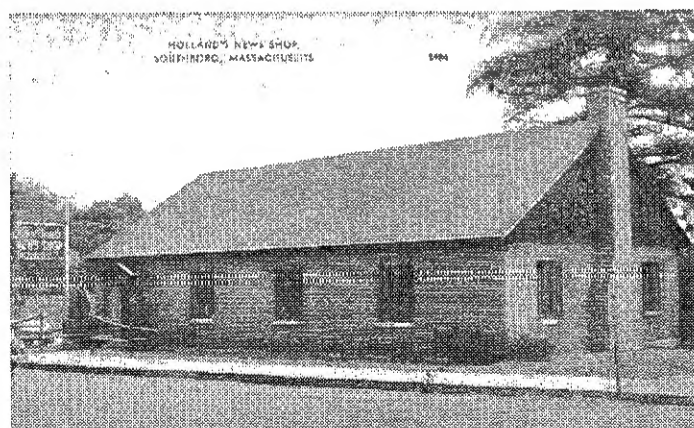
Playing an important part in the childhood memories of so many who look back on him as a positive influence on several generations of kids growing up in town, including many who worked at the Spa...

Treating all kids like they were his own and patient talks with scores of teenagers during their cherished trips to the Spa...

Always offering a wave to everyone he saw as he walked to and from home and work and over to the post office or bank...

Being such a good neighbor to the Mauros who owned the market next door...

His active role in the community--a member of St. Anne's, the K of C, the board of the Senior Center, the Rotary Club, a volunteer at local schools, and a faithful marcher in local parades and loyal supporter of veterans and their causes.



Likely built around 1946, the first "spa" was run by Frank Holland of Fayville. Holland moved from his smaller operation across Main Street to this building. Dick Curran's aunt and uncle, the Bradys, bought the business from Holland and in time sold it to a hardworking employee--their nephew, Dick.

***Employees and Volunteers of the Town of Southborough  
2011***

***In Memoriam***

***Henrietta Amadon  
Senior Volunteer***

***In Memoriam***

***Ethel Nelson Armstrong  
Election Worker (14 years)  
Registrar of Voters (21 years)***

***In Memoriam***

***Robert Garfield  
Building Inspector and Zoning Officer***

***In Memoriam***

***George Killam  
Firefighter  
Cemetery Commissioner***

***In Memoriam***

***Alphonsina Torcoletti  
Election Worker (63 years)***



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<p style="text-align: center;"><b><i>Southborough at a Glance</i></b>  <b><i>Settled in 1688      Incorporated July 6, 1727</i></b></p>
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<b><i>Area</i></b>	13.79 square miles. 67.2 miles of town roads; 10.72 miles of state roads
<b><i>Population</i></b>	9,767
<b><i>Tax Rate</i></b>	\$16.14
<b><i>Form of Government</i></b>	Open Town Meeting; Board of Selectmen
<b><i>Public Library</i></b>	25 Main Street
<b><i>Public Safety</i></b>	Police Department: 19 Main Street Fire Department and emergency ambulance service: 21 Main Street
<b><i>Schools</i></b>	Elementary: Albert S. Woodward Memorial School, 28 Cordaville Road; Margaret A. Neary School, 53 Parkerville Road; Mary E. Finn School, 60 Richards Road P. Brent Trottier Middle School, 49 Parkerville Road Private Schools: St. Mark's School, 25 Marlboro Road; Fay School, 48 Main Street High Schools: Algonquin Regional, 79 Bartlett Street, Northborough; Assabet Valley Regional Vocational, 215 Fitchburg Street, Marlborough
<b><i>Recreation</i></b>	South Union Building, 21 Highland Street
<b><i>Hospitals</i></b> <b><i>within 10 miles</i></b>	UMASS Memorial-Marlborough Hospital, 157 Union St. (508-481-5000); MetroWest Medical Center-Framingham Union Campus, 115 Lincoln St. (508-383-1000)
<b><i>Houses of Worship</i></b>	Roman Catholic: St. Anne's, 20 Boston Rd; St. Matthew's, 105 Southville Rd. Episcopal: St. Mark's, 27 Main Street United Church of Christ, Congregational: Pilgrim Church, 15 Common Street Federated: First Community Church, 137 Southville Road Evangelical, nondenominational: Chinese Gospel Church, 60 Turnpike Road
<b><i>Utilities</i></b>	Electricity: National Grid Gas: NSTAR Water: from Quabbin Reservoir by Mass. Water Resources Authority Cable TV and Internet: Charter Communications (1-800-634-1008); Verizon (1-800-837-4966)
<b><i>Transportation</i></b>	MBTA Commuter Rail, Intersection of Rte. 85/Southville Road (1-800-392-6100); MetroWest Regional Transit Authority (508-820-4650)

## ***OFFICERS OF THE UNITED STATES OF AMERICA***

President.....Barack H. Obama  
Vice President.....Joseph R. Biden  
U. S. Senators in Congress ..... John F. Kerry and Scott P. Brown  
U. S. Representative in Congress, Third District..... James P. McGovern

## ***OFFICERS OF THE COMMONWEALTH OF MASSACHUSETTS***

Governor.....Deval L. Patrick  
Lieutenant Governor.....Timothy P. Murray  
Secretary of State.....William Francis Galvin  
Attorney General .....Martha Coakley  
Treasurer.....Steven Grossman  
Auditor.....Suzanne M. Bump  
Governor's Councillor, Third District.....Marilyn M. Petitto Devaney  
State Senator in General Court, Middlesex and Worcester District.....James B. Eldridge  
State Representative, 4<sup>th</sup> Middlesex District (Precinct 1) .....Steven L. Levy  
State Representative, 8<sup>th</sup> Middlesex District (Precinct 2 and 3) .....Carolyn C. Dykema

## ***OFFICERS OF WORCESTER COUNTY***

District Attorney, Middle District.....Joseph D. Early, Jr.  
Worcester Regional Retirement System .....Kevin Blanchette  
Register of Probate, Worcester County .....Stephen Abraham  
Register of Deeds, Worcester District .....Anthony J. Vigliotti  
Clerk of Courts, Worcester County .....Dennis P. McManus  
Sheriff, Worcester County .....Lewis G. Evangelidis

## ***Town Officers***

### ***ELECTED OFFICIALS***

#### ***ASSABET VALLEY REGIONAL VOC. SCHOOL DISTRICT COMM. - 4 years***

James W. Denman (2012)

#### ***BOARD OF ASSESSORS - 3 years***

Shirley A. Bator (2013)

Thomas J. Beaumont (2014)

Arthur K. Holmes (2012)

#### ***BOARD OF COMMISSIONERS OF TRUST FUNDS - 3 years***

Maryanne Cole (2012)

Nicolas A. McCoy (2013)

William J. Boland (2014)

#### ***BOARD OF HEALTH - 3 years***

Louis Fazen, III (2012)

Nancy A. Sacco (2014)

Mary Lou Woodford (2013)

#### ***BOARD OF SELECTMEN - 3 years***

William J. Boland (2012)

John F. Rooney, III (2013)

Daniel L. Kolenda (2014)

#### ***BOARD OF TRUSTEES***

#### ***SOUTHBOROUGH LIBRARY - 3 years***

Judith K. Budz (2014)

Marguerite H. Landry (2013)

Nancy E. Mayo (2014)

Beth A. Rosenbloom (2012)

Jane A. Smith (2012)

Richard J. Wallace (2013)

#### ***MODERATOR - 1 year***

David A. Coombs (2012)

#### ***NORTHBOROUGH-SOUTHBOROUGH REG. SCHOOL DIST. COMM. - 3 years***

#### ***Southborough Committee***

Paul C. Butka (2014)

Susan P. Dargan (2012)

Kathleen A. Harragan (2012)

David C. Rueger (2014)

Daniel L. Kolenda (2013)

#### ***Northborough Committee***

Joan G. Frank (2013)

Shirley J. Lundberg (2014)

Susan D. Sartori (2012)

Helynn B. Winter (2012)

Vacancy (2014)

#### ***PLANNING BOARD - 5 years***

Kathleen B. Bartolini (2016)

Paul M. Cimino (2015)

Dana E. Cunningham (2014)

Andrew S. Mills (until May election)

Donald C. Morris (2012)

#### ***SCHOOL COMMITTEE - 3 years***

Susan P. Dargan (2012)

Paul H. Desmond (2014)

Kathleen A. Harragan (2014)

Deborah S. Keefe (2013)

Marybeth R. Strickland (2012)

#### ***SOUTHBOROUGH HOUSING AUTHORITY - 5 years***

Jean A. Chappelle (2013)

Susan Chorey (2012)

Robert P. Jachowicz (2015)

Nancy G. Morris (2014)

Vacancy (State Appointee) (2010)

#### ***TOWN CLERK - 3 years***

Paul J. Berry (2014)

### ***APPOINTED OFFICIALS***

*Term of Office Expires June 30 of Year Shown  
Below*

### ***Appointed by the Moderator***

#### ***ADVISORY COMMITTEE - 3 years***

John J. Boiardi (2012)

John B. Butler, Jr. (2014)

Kathryn M. Cook (2013)

James F. Hegarty (2014)

Timothy J. Langella (2013)

Karen S. Muggeridge (2012)

Claire C. Reynolds (2013)

Brian E. Shea (2012)

John M. Wood (2014)

#### ***CAPITAL BUDGET PLANNING COMMITTEE - 3 years***

James J. Cavan (2012)

Michael P. Fuce (2013)

Laura M. Scott (2014)

Vacancy (Advisory Committee Appt.) (2012)

Vacancy (2013)

**DRAFTING COMMITTEE FOR TOWN  
MANAGER LEGISLATION** 1 year

Leo F. Bartolini, Jr. (2012)  
Janice C. Conlin (2012)  
Marni L. Hoolahan (2012)  
Joseph C. Laning (2012)  
Janet M. Maney (2012)

**PERSONNEL BOARD** - 3 years

Roger W. Challen (2013)  
Susan L. Grinblatas (2014)  
Russell B. Millholland (2013)  
Stephen A. Morreale (2012)  
Lucien R. Philippon (2014)

**PUBLIC WORKS PLANNING BOARD**  
3 years

**Appointed by Town Moderator**

Mark S. Bertonazzi (2014)  
Robert B. Bezokas (2012)  
Harvey D. Bigelow, Sr. (2013)

**Appointed by Planning Board**

Paul C. Collins (2013)  
Harold O. Kiess (2014)

**Appointed by Board of Selectmen**

**AFFORDABLE HOUSING TRUST  
COMMITTEE** (ad hoc) - 2 years

Brian P. Ballantine (2013)  
Tara A. Bayko (2013)  
William J. Boland (2013)  
Daniel L. Kolenda (2013)  
Donna L. McDaniel (2013)  
John F. Rooney, III (2013)  
Vacancy (2013)

**AMERICANS WITH DISABILITIES ACT  
COMMITTEE** (ad hoc) - 1 year

Karen K. Challen (2012)  
David G. Gusmini (2012)  
Jean E. Kitchen (2012)  
Philip S. Rinehart (2012)  
Vacancy (2012)  
Vacancy (2012)

**AMERICANS WITH DISABILITIES ACT  
(ADA) COORDINATOR** - 1 year  
Karen K. Challen (2012)

**ANIMAL CONTROL OFFICER/  
ANIMAL INSPECTOR** - 1 year  
Leslie E. Boardman (2012)

**ASST. TOWN ADMINISTRATOR** - 1 year  
Vanessa D. Hale (2012)

**ASST. TREASURER/COLLECTOR** - 1 year  
Karen M. Hamelin Figueroa (2012)

**BUILDING DEPARTMENT**

**Inspector of Buildings** - 3 years

David G. Gusmini (2012)

**Alternate Building Inspector** - 1 year

Michael Connelly (2012)  
William S. Farnsworth (2012)

**Electrical Inspector** - 1 year

James J. Colleary (2012)

**Assistant Electrical Inspectors** - 1 year

Stephen A. Curtis (2012)

John F. Nemensky (2012)

**Appointed by Inspector of Buildings**

**Plumbing/Gas Inspector** - 1 year

Richard M. Araujo (2012)

**Assistant Plumbing/Gas Inspectors** - 1 yr.

Austin P. Beliveau (2012)  
Henry G. Pacific (2012)

**CABLE TELEVISION COMMITTEE** (ad hoc)  
1 year

Paul K. Ferguson (2012)  
Warren K. Palley (2012)  
Katelyn S. Willis (2012)

**CENTRAL MASS. RESOURCE RECOVERY  
COMMITTEE** - 1 year  
Karen M. Galligan (2012)

**COMMUNITY PRESERVATION COMM.**  
3 years

Thomas W. Carroll (2014)  
Susan Chorey (2013)  
Frederica J. Gillespie (2013)  
Joseph E. Hubley (2013)  
Andrew S. Mills (2012)  
Nancy G. Morris (2014)  
Mark W. Murphy (2012)  
Vacancy (2012)  
Vacancy (2014)

**CONSERVATION COMM.** - 3 years  
Russell S. Gregory, Jr. (2013)  
John H. Leeds, Jr. (2014)  
Christopher Molinaro (2013)  
Mark S. Possemato (2014)  
Alfred J. Purcell, III (2012)  
Rhonda L. Russian (2012)

**CONSERVATION COMM. (cont'd)**

Debra Molinaro (2012)  
(Community Gardens Coord.)  
Jeff Rudd (2012)  
(Community Gardens Co-Coord.)  
Vacancy (2014)

**CONSTABLES - 1 year**

Carl S. Anderson, Jr. (2012)  
John J. Manzi (2012)  
Charles R. O'Connell (2012)  
William E. Pickett, Jr. (2012)

**COUNCIL ON AGING - 3 years**

Leah R. Alea (2013)  
Leo D. Buck (2012)  
Thomas J. Conlin (2013)  
William W. Harrington (2012)  
Margery L. Lubanko (2014)  
**Alternate Members - 1 year**  
Susan G. Baust (2012)  
Maryanne Cole (2012)  
Marie A. Kensinger (2012)

**ETHICS COMMISSION LIAISON**

1 year  
Michelle A. Jenkins (2012)

**FACILITIES MANAGER - 1 year**

Philip S. Rinehart (2012)

**FENCE VIEWERS - 1 year**

Paul O. Smith (2012)  
Vacancy (2012)

**FIELD DRIVERS - 1 year**

Robert C. Lagasse (2012)  
Vacancy (2012)

**FINANCE DIRECTOR/**

**TREASURER/COLLECTOR - 3 years**  
Brian P. Ballantine (2012)

**FIRE CHIEF - 3 years**

Michael C. Dunne (interim)

**FIRE CHIEF SCREENING COMMITTEE**

1 year  
John W. Boland, Jr. (2012)  
Gary T. Daugherty (2012)  
Vanessa D. Hale (2012)  
Gregory A. Manousos (2012)  
Russell B. Millholland (2012)

**FIRE WARDEN - 1 year**

Vacancy (2012)

**GRANT COORDINATOR - 1 year**

Heidi A. Kriger (2012)

**GREEN TECHNOLOGY AND RECYCLING**

**COMMITTEE (ad hoc) - 1 year**

John L. Cook, III (2012)  
Carl C. Guyer (2012)  
Steven P. Paquette (2012)  
Philip B. Silva (2012)  
Stanley D. Tanenholtz (2012)

**HERITAGE DAY COORDINATOR**

1 year  
Vacancy (2012)

**HISTORICAL COMMISSION - 3 years**

Joseph E. Hubley (2013)  
Katherine T. Matison (2013)  
Vacancy (2012)  
Vacancy (2012)  
Vacancy (2013)  
Vacancy (2014)  
Vacancy (2014)

**INDUSTRIAL DEVELOPMENT**

**COMMISSION - 5 years - Inactive**

**INDUSTRIAL DEVELOPMENT FINANCING**

**AUTHORITY - 5 years - Inactive**

**METROPOLITAN AREA**

**PLANNING COUNCIL - 3 years**  
Kathleen B. Bartolini (2013)  
Charles E. Gaffney (2013)

**METROWEST REGIONAL**

**COLLABORATIVE - 1 year**  
Kathleen B. Bartolini (Planning Bd. rep.) (2012)  
William J. Boland (Selectman rep.) (2012)

**MUNICIPAL COORDINATOR**

**(Right-to-Know Law) - 1 year**  
Joseph C. Mauro (2012)

**MUNICIPAL HEARING OFFICER**

1 year  
John E. Thorburn (2012)

**MUNICIPAL TECHNOLOGY COMMITTEE**

(ad hoc) - 1 year

Brian P. Ballantine (2012)

Roger W. Challen (2012)

Harold O. Kiess (2012)

Jean E. Kitchen (2012)

Alexander Neihaus (2012)

**OPEN SPACE PRESERVATION**

**COMMISSION** - 5 years

Lisa M. Braccio (2013)

Frederica J. Gillespie (2016)

Maryellen Luttrell (2012)

Vacancy (2012)

Vacancy (2015)

**PARKING CLERK** - 1 year

Brian P. Ballantine (2012)

**PHASE II STORMWATER COMMITTEE** (ad hoc) - 1 year

Karen M. Galligan (2012)

Jean E. Kitchen (2012)

Paul C. Pisinski (2012)

Vacancy (2012)

Vacancy (2012)

**PILOT COMMITTEE** (ad hoc) - 1 year

Brian P. Ballantine (2012)

Paul T. Cibelli (2012)

John F. Rooney, III (2012)

Vacancy (2012)

Vacancy (2012)

**POLICE DEPARTMENT****Chief of Police**

Jane T. Moran (2012)

**Constable**

Jane T. Moran (2012)

**Jail Keeper**

Jane T. Moran (2012)

**Lieutenant** - 1 year

Sean R. James (2012)

**Sergeants** - 2 years

James V. DeLuca (2013)

Ryan M. Newell (2013)

Timothy J. Slatkavitz (2013)

Heath S. Widdiss (2013)

**Regular Officers** - 2 years

Michael M. Crenshaw (2013)

David C. Hagen (2013)

Scott M. Henderson (2013)

Kevin M. Landry (2013)

Sean P. McCarthy (2013)

Keith A. Nichols (2013)

**POLICE DEPARTMENT**(cont'd)**Regular Officers** - 2 years

Aaron L. Richardson (2012)

Thomas R. Rock (2012)

William J. Woodford, III (2012)

**Admin. Assistant to Chief of Police** - 1 year

Richard L. Mattioli (2012)

**Communications Officers** (full-time) - 1 year

Michael R. Cunningham (2012)

Jonathan C. Kersting (2012)

David J. Maida (2012)

Michael D. Osattin (2012)

**Part-time Dispatchers** - 1 year

Kyle M. DeVincent (2012)

Kevin R. Mackie (2012)

John E. Thorburn (2012)

**Reserve Officers** - 1 year

James R. Gallagher (2012)

Richard L. Mattioli (2012)

Ronald G. Mattioli (2012)

Michael D. Osattin (2012)

Michael T. Whelan (2012)

**Special Officers** - 1 year

Leslie E. Boardman (2012)

Michael R. Cunningham (2012)

Kyle M. DeVincent (2012)

Dale W. Goodspeed (2012)

Frederick P. Mabardy (2012)

David J. Maida (2012)

Charles R. O'Connell (2012)

William E. Pickett, Jr. (2012)

**Department Armorer** - 1 year

Frederick P. Mabardy (2012)

**Chaplain** - 1 year

Vacancy (2012)

**PROCUREMENT OFFICER, CHIEF**

1 year

Vanessa D. Hale (2012)

**PUBLIC WORKS DEPARTMENT****Superintendent of Public Works**

Karen M. Galligan (2012)

**RECREATION COMMISSION** - 3 years

Sean N. Cronin (2014)

Timothy W. Kemper (2012)

Robert C. Kessinger (2013)

Joseph C. Laning (2014)

Mark W. Murphy (2013)

**REGISTRAR OF VOTERS** - 3 years

Paul J. Berry (ex-officio)

Susan E. Ruane (2012)

**REGISTRAR OF VOTERS (cont'd)**

Jacob J. Walter (2014)

Vacancy (2013)

**SEALER OF WEIGHTS AND MEASURES**

1 year

David G. Gusmini (2012)

**SEXUAL HARRASSMENT OFFICER**

1 year

Gregory A. Manousos (2012)

**SITE PLAN REVIEW COMMITTEE (ad hoc)**

Eric Denoncourt

Karen M. Galligan

David G. Gusmini

Jane T. Moran

Paul C. Pisinski

*Appointed by Board of Selectmen*

Jean E. Kitchen

**SOUTHBOROUGH CULTURAL ARTS****COUNCIL - 2 years**

Lynne J. McKay (2013)

Yurima Guilarte-Murphy (2012)

Theresa E. Stephens (2012)

Emily van Nort (2013)

Erin M. Wheatley (2012)

**SOUTHBOROUGH ELDERLY HOUSING****COMMITTEE (ad hoc) - 1 year**

Leah R. Alea (2012)

Susan G. Baust (2012)

Leo D. Buck (2012)

Maryanne Cole (2012)

Thomas J. Conlin (2012)

William W. Harrington (2012)

Marie A. Kensinger (2012)

Margery L. Lubanko (2012)

**SOUTHBOROUGH EMERGENCY****PLANNING & MANAGEMENT****COMMITTEE (ad hoc)**

Anthony Alessi

Neal P. Aspesi

Stephen P. Aspesi

Brian P. Ballantine

Cynthia Beard

Cynthia F. Bechtel

William J. Boland

Thomas Burrill

Norman Buzzell

Sarah Cassell

James J. Cavan

Leslie R. Chamberlin

**SOUTHBOROUGH EMERGENCY****PLANNING & MANAGEMENT****COMMITTEE (cont'd)**

Susan Chorey

Aldo A. Cipriano

Alan Clarence

James J. Colleary

Jack Cullina

Ellen M. Cummings

Steve Dahill

Christian P. Dano

Charles R. Dilts

David J. Dockstader

William S. Farnsworth

Louis Fazen, III

Paul K. Ferguson

Kenneth W. Franks

Karen M. Galligan

Andrew Gleckel

Charles Gobron

David G. Gusmini

Vanessa D. Hale

James A. Harding

Theresa E. Holland

Joseph E. Hubley

Linda C. Hubley

Kimberley Ivers

Sean R. James

LeRoy Jessen, Jr.

Jean E. Kitchen

Daniel L. Kolenda

Heidi A. Kriger

Robert C. Lagasse

Sherri Lajeunesse

John H. Leeds, Jr.

Pamela M. LeFrancois

Christopher Leroy

Cheryl Levesque

Richard L. Mattioli

Joseph C. Mauro

Jane T. Moran

Scott E. Navaroli

Michael Nelson

John F. Nemensky

JoAnne O'Leary

Michael D. Osattin

Laurie Pardee

James P. Peltier

John P. Peltier

Paul C. Pisinski

Donn Pushor

Anthony W. Rea, II

Andre F. Reid

Philip S. Rinehart

John F. Rooney, III



***SOUTHBOROUGH EMERGENCY  
PLANNING & MANAGEMENT  
COMMITTEE (cont'd)***

Beth Rosenblum  
Mark R. Sadowski  
Judy Cunniff Serio  
Christopher P. Shanahan  
Linda Shine  
Timothy J. Slatkavitz  
Mark Spruill  
Kenneth R. Strong  
Candy Szymansky  
John Tommaney  
David G. Toone  
David J. White  
Laurie Sugarman-Whittier

***SOUTHBOROUGH HOUSING  
OPPORTUNITY PARTNERSHIP  
COMMITTEE - 3 years***

Tara A. Bayko (Private Citizen) (2012)  
Susan Chorey (Housing Auth.) (ex-officio) (2012)  
Charles E. Gaffney (Private Citizen) (2013)  
Craig W. Nicholson (Private Citizen) (2012)  
John F. Rooney, III (Sel.) (ex-officio) (2012)  
Vacancy (Planning Board) (ex-officio) (2012)  
Vacancy (Private Citizen) (2013)  
Vacancy (Private Citizen) (2014)

***SOUTHBOROUGH SCHOLARSHIP  
ADVISORY COMM. (ad hoc) - 3 years***

Cynthia J. Barnes (2014)  
Ann Cave (2012)  
Denise D. Howard (2013)  
Doriann M. Jasinski (2013)  
Renee Maiorana (2012)  
Janet M. Maney (2014)  
Deborah McHorney (2014)  
Mary C. O'Brien (2013)

***SOUTHBOROUGH STEWARDSHIP  
COMMITTEE - 1 year***

Paul R. Bourdon (2012)  
Frederica J. Gillespie (2012)  
James F. Gorss (2012)  
Joyce M. Greenleaf (2012)  
Timothy W. Kemper (2012)  
Alfred J. Purcell, III (2012)  
Vacancy (2012)  
Vacancy (2012)

***SPECIAL LEGAL COUNSEL - 1 year***

George A. Balko, III (2012)  
Philip Collins (2012)

***TAXATION AID COMMITTEE (ad hoc)  
1 year***

Brian P. Ballantine (2012)  
Maryanne Cole (2012)  
Arthur K. Holmes (2012)  
James H. Nutter (2012)

***TOWN ACCOUNTANT - 3 years***  
Heidi A. Kriger (2014)

***TOWN ADMINISTRATOR - 3 years***  
Jean E. Kitchen (2012)

***TOWN COUNSEL - 1 year***  
Aldo A. Cipriano (2012)

***TRANSPORTATION TASK FORCE***  
1 year  
Kathleen B. Bartolini (2012)

***TREE WARDEN - 1 year***  
Richard C. Rock (2012)

***VETERANS' AGENT AND BURIAL AGENT -  
1 year***  
John H. Wilson (2012)

***VETERANS' GRAVE OFFICER - 1 year***  
Stephen W. Whynot (2012)

***YOUTH COMMISSION - 3 years***

Robert Basow (2013)  
Haley L. DiStefano (2012)  
Donna M. Freeman (2014)  
Karen M. Gadbois (2013)  
Deborah Hart (2012)  
Eileen L. Mullins (2012)  
Vacancy (2014)

***ZONING ADVISORY COMMITTEE (ZAC)  
1 year***

Kathleen B. Bartolini (2012)  
Leo F. Bartolini, Jr. (2012)  
William J. Boland (2012)  
Dana E. Cunningham (2012)  
Steven C. Davis (2012)  
John H. Leeds, Jr. (2012)  
Donald C. Morris (2012)  
Sam R. Stivers (2012)  
Vacancy (Historical Comm. Rep.) (2012)

**ZONING BOARD OF APPEALS – 5 years**

Leo F. Bartolini, Jr. (2013)

Thomas Bhiskul (2016)

Edward D. Estella (2014)

Matthew C. Hurley (2015)

Regina P. McAuliffe (2012)

**Alternate members – 1 year**

Tara A. Bayko (2012)

David J. Eagle (2012)

**Appointed by Board of Assessors**

**PRINCIPAL ASSESSOR/APPRAISER**

3 years

Paul T. Cibelli (2015)

**Appointed by Board of Health**

**PUBLIC HEALTH DIRECTOR**

Paul C. Pisinski

**BURIAL AGENT**

Paul J. Berry

**Appointed by Town Clerk**

**ASSISTANT TOWN CLERK**

Michelle A. Jenkins (2012)

# ADMINISTRATION



**Where was the artist standing  
when he painted this view of Southborough?**

[Apparently at top of hill in vicinity of what is now Wyndemere Drive; the Deerfoot Farms cow barn is in the distance]

## *Board of Assessors*

**T**his past fall, the Board of Assessors completed its annual revaluation of all real and personal property within the Town of Southborough as required by Massachusetts General Laws. The Town's overall taxable value decreased for the fourth consecutive year from \$2.074 billion dollars to \$2.058 billion in FY2012. This decrease can mostly be attributed to the declining commercial & industrial real estate market as well as decreasing personal property values. Southborough's overall value has declined 9.2% since a high of 2.266 billion was reached in FY2008 despite the addition of nearly \$145.2 million in new growth value over this same time period.

Following four consecutive years of declining, Southborough's FY2012 overall residential values were adjusted upward .5% reflecting changing conditions of the real estate market that occurred during 2010. The average single family home assessment in Southborough rose from \$509,800 to \$516,400 in FY2012, a 1.29% increase, while the tax rate increased significantly from \$15.58 to \$16.14 per thousand during this time period. The average assessed single family home's tax bill increased from \$7,943 to \$8,335 in FY2012, a \$392 or 4.94% increase. It should be noted, FY2012 assessments reflect the value of real and personal property as of January 1, 2011. Real estate values in all neighborhoods were adjusted based on sales transactions that occurred during calendar year 2010. Calendar year 2011 real estate sales and market conditions will not be reflected in taxpayer's assessments until FY2013.

Although newly constructed buildings and additions increased in Southborough during 2010, new growth declined over the previous year due to a lack of new subdivisions and commercial/ industrial projects. In FY2012 new growth generated only \$461,385 in additional revenue for the community, a 7.67% decrease from \$499,712 in FY2011. Dwindling new growth becomes more concerning when compared to the past five year average of \$553,408 and ten year average of \$737,352. With cuts to state aid and reductions in local receipts, dwindling new growth further restricts the Town's budget within Proposition 2½ limits. Based on projections, new growth is expected to remain below the five year average as new construction remains sluggish.

Over the spring and summer of 2011, the Board of Assessors completed its measure and listing project of all residential condominiums, 2-4 family and mixed use properties within the Town as required by the Department of Revenue. This project included measuring, listing all pertinent physical data of each structure on the property, sketching and photographing the exterior of all the buildings and loading this information into the Assessor's database. This information is now available on the Town's website @ [www.southboroughtown.com](http://www.southboroughtown.com). Property owners are encouraged to visit our webpage and review their property record card to assure the Assessors have the correct data on their home.

The Board of Assessors would like to remind senior citizens of the various programs available to assist with their property taxes. First, the Clause 41C Senior Exemption is available to individuals who meet the age, income and asset requirements. Seniors must be 65 years of age as of the first day of the current fiscal year (July 1<sup>st</sup> 2011 for FY2012). Income limits for a single person are \$20,000; \$30,000 combined for a married couple. Asset limits for a single person is \$40,000; \$55,000 for a married couple. The asset limit does not include your home (up to a three family dwelling) or your vehicles. If an applicant meets the above criteria, they are eligible to receive a \$1,000 annual reduction off their real estate taxes. Applications for Clause 41C are available at the Assessor's office or on our website @ [www.southboroughtown.com](http://www.southboroughtown.com). Applications must be returned to the Assessor's office within three months after the actual tax bill is mailed.

A second option is the Senior Tax Work-off Program. Individuals 60+ years of age can work as a volunteer for a town department for approximately 125 hours per year for which they receive a \$1,000 reduction on their property taxes. This program was increased from \$750 to \$1,000 at the 2009 Annual Town Meeting. To be eligible, the individual must be a Southborough resident who owns and occupies their residence to which the credit will be applied. Currently there are 30 positions available for seniors

***Board of Assessors (continued)***

who wish to participate. This program is facilitated by the Council on Aging and applications are available at the Senior Center.

The last program to assist seniors is a Clause 41A Tax Deferral, which permits taxpayers to defer up to 100% of their real estate taxes. To be eligible, the applicant must be 65 years of age as of July 1, 2011 have lived in Massachusetts at least 10 years, and have occupied such real estate in the Commonwealth for 5 years; or is a surviving spouse who has inherited the real estate and has occupied it for 5 years. Income cannot exceed \$40,000 and there are no estate limits. Unlike a tax exemption, the deferred taxes must eventually be paid. Applications and additional information regarding this program is available at the Assessor's office or on our website.

Exemptions are also available to qualifying Veterans ranging from \$400 to \$1,500. Veteran or surviving spouses must meet certain criteria to be eligible. Additional information regarding Veteran exemptions is available at the Assessor's office or visiting our website@ [www.southboroughtown.com](http://www.southboroughtown.com).

## ***Board of Selectmen***

William J. Boland, Chair  
John F. Rooney, III  
Daniel L. Kolenda

**T**he Board of Selectmen is comprised of three members, each elected for a three year staggered term. The Board has several important responsibilities under state statute: the authority to prepare the town meeting warrant or agenda; the authority to make appointments to town boards and offices; the authority to employ professional administrative staff and town counsel; the authority to sign warrants for the payment of all town bills; and the authority to grant licenses and permits. Apart from the strict legal responsibilities, the Board of Selectmen sets policy and strategic direction, coordinates, through the Town Administrator and her staff, the activities of other boards, and hears appeals and resolves problems that have not been settled at lower levels.

### ***Names and Faces***

In February of 2011, Bonnie Phaneuf resigned from the Board for personal reasons, after having served for nine years. Mrs. Phaneuf has been an active member of the community and vital public servant. The Board wishes to especially acknowledge her service to the Council on Aging, Regional School Committee, SHOPC, and many other volunteer ventures. The Board continued their duties with the remaining two members until the annual election in May when they welcomed new member Daniel L. Kolenda. In addition to being an attorney in the private sector, Mr. Kolenda is also a Major in the United States Army Reserve, JAG Corps, and has served since 1999, including one tour overseas, serving in support of Operation Iraqi Freedom in Baghdad, Iraq from 2008-2009.

The Board said goodbye to some dear friends this year and watched others move on to more exciting challenges. That list includes Town Accountant Carla McAuliffe. Carla was with us just a few years where she streamlined many processes and made sure town employees were up to speed technologically in ways that has made all our tasks more efficient. She also put in place procedures with purchasing, procurement, and financial reporting that has been helpful to every department. The Town is pleased that she is nearby as she assumed the position of Budget Officer for the Northborough-Southborough Regional School District. In addition, Town Engineer John Woodsmall received a very exciting promotion when he was appointed DPW Director for the Town of Holden. John was the Town's first full time Town Engineer for five years and he did a superb job in the DPW as well as assisting other departments. His work on storm-water management alone has been instrumental for the Town.

Without question, the retirement of Chief John D. Mauro, Jr. has created a hole in our organization. Chief Mauro's diligence, attention to detail, supreme work ethic and all around cheerful attitude has been a real loss. The Board is delighted that he is enjoying retirement from public service and has time for family after so many years attending lengthy night meetings and being on call every hour of the day. Chief Mauro was with the Town for 38 years and was promoted to Chief in 2000. His time in this organization has been a benefit to all town employees and residents. In addition to his hard working nature, he has been of great moral support to all his fellow employees and is always nearby willing to lend a hand. The Board is still engaged in a search to replace these big shoes. The Town is extremely grateful that Michael Dunne, retired Sudbury Fire Chief, has stepped in as our Interim Fire Chief since September to work part-time. He has really helped to keep the Fire Department on an even keel.

### ***2011 in Retrospect***

During 2011 the Board of Selectmen worked tirelessly on the following initiatives:

- Collaborated with Clark University graduate students to distribute a town-wide Citizen Survey. A high response of 25% of the residents answered questions on quality of life, level of town services, feelings

### ***Board of Selectmen (continued)***

- on funding levels, town meeting participation, use of technology and trash and recycling habits, including their use of the Transfer Station.
- Appointed Heidi Kriger joined the Town in December as Town Accountant. Ms. Kriger has already exhibited excellent credentials and supreme knowledge of municipal finance. She is an asset to the Town's financial planning team, after working for many years as the Town Accountant and Finance Director for the Town of Hopkinton.
  - The Board also had the pleasure of appointing the first ever Police Lieutenant. Lt. Sean James joined the force in 2001 and quickly rose to Sergeant. We are pleased that he will be able to handle some administrative and investigative matters and assist the Police Chief in a myriad of ways.
  - After many years of negotiation, design and discussion, the Town completed its endeavor to re-purpose the MBTA Triangle into a passive park. It is finally complete! The Board would like to thank members of the Triangle Committee for their tireless efforts and DPW employees for their work finalizing the project.
  - In 2011, the Selectmen truly focused on the economic development needs of the community. They collaborated with a group of business leaders and volunteers, championed by Chris Robbins, to assist prospective business people and current commercial brokers with the maze of permits, licenses and overall public relations. This monumental effort led the group to produce a business guide that was completely paid with donations. That guide is on the town website and is available by request in the Selectmen's Office. This healthy partnership has already proved valuable, and we thank these hardworking volunteers and the employees who have assisted them in their efforts.

### ***Senior Tax Work-Off***

The Board of Selectmen would again like to express its appreciation to several senior citizens who have provided assistance to the town as part of the Senior Tax Work-Off Program. Seniors can work 125 hours for the town in order to earn money which is allocated to decreasing their property taxes. Donna McDaniel continues to be an invaluable asset to this department with her assistance in preparing the annual town report and advising the staff on other written documents. The Town Administrator's office is very grateful for the assistance of Sue Baust, Jean Bernard and Beverly "Bunny" Rose. They have spent many hours in the Selectmen's office handling many tasks, especially filling in for the Town House receptionist. Without their help, many projects would not have been completed due to the lack of sufficient staff time. Thank you one and all!

### ***In Closing***

The Board takes this opportunity to once again remind you of your town's website, [www.southboroughtown.com](http://www.southboroughtown.com). The Town sincerely appreciates the diligent work of website administrator Gail Jenks. She keeps us on track, makes sure agendas and minutes and other important community notices are posted [and removed] in a timely manner.

On the town website, you will also find a list of open seats on various boards and committees. We encourage all citizens to consider serving the town in this volunteer capacity. You can submit a volunteer form, resume and letter of interest to the Selectmen's Office [[selectmen@southboroughma.com](mailto:selectmen@southboroughma.com)]. A list of current openings can be found at [http://www.southboroughtown.com/committee\\_vacancies.htm](http://www.southboroughtown.com/committee_vacancies.htm).

The Selectmen would like to especially thank their staff, Jean Kitchen, Town Administrator, Vanessa Hale, Assistant Town Administrator, Maureen Colleary, Executive Assistant to the Board of Selectmen, and Carol Ostresh, Receptionist, for the exceptional work they do to carry out the day-to-day operations of this busy department and their frequent assistance to all town departments. The Board also extends its sincere appreciation to all department heads, staff and boards and committees for their loyal service and contributions made to the Town of Southborough! They especially note, with fond appreciation, all the citizen volunteers serving on various boards and committees for their efforts on behalf of the Town.



## ***Personnel Board***

**T**he Personnel Board is an independent board appointed by the Town Moderator and charged with the administration of the Salary Administration Plan (a separate article in the town's bylaws). The Board maintains independence and serves as a check and balance in town government, as well as an advisory capacity to the Board of Selectman and other Boards and Commissions. As such the Board's responsibilities include setting policies, procedures and wage schedules for town employees who are not otherwise covered by a union or employment contract, or who work part-time.

Currently chaired by Dr. Stephen Morreale, the Personnel Board has five volunteer members who meet monthly (except for the months of July and August). During the year, each member volunteers to coordinate specific projects designed to enhance various facets of personnel management. Members are:

- Stephen A. Morreale, Chairman
- Russell B. Millholland
- Lucien R. Philippon
- Roger W. Challen
- Susan Grinblatas

### **2011 ACCOMPLISHMENTS**

The Personnel Board exceeded its 2011 goals, including the major project accomplishments listed below:

#### Salary Administration Plan: Updates in 2011 included the following items:

- New language stipulating that "serving on an elected board precluded a member from staying on the Personnel Board;"
- Added a new section, Schedule G, which covers the Police Lieutenant classification;
- Analysis of accrual schedule for new employees who start employment with three weeks' vacation per year; new language states they must work 5 years before advancing to the next step in the accrual schedule;
- Approved the re-classification of the Director of the Council on Aging and the COA Outreach Coordinator.

Employee Selection Role: The Board's members and staff routinely serve on selection committees for positions in Town. In June of 2011, the Personnel Board and the Board of Selectmen completed many years of collaboration and discussion that resulted in the appointment of Sean James, as the Town's first Police Lieutenant. Additionally this year, Vanessa Hale, Assistant Town Administrator, participated in the recruitment of a new Town Accountant. Russ Millholland again rose to the occasion and was appointed Chair of the Fire Chief Screening Committee by the Board of Selectmen. The Committee awaits the appointment of a new Fire Chief as of this printing. Ms. Hale also serves as the Town's personnel liaison and assists departments with their recruitment activities.

Other Deliberations: The Board also weighed in on the work of the Drafting Committee for Town Manager Legislation. This committee was charged with proposing legislation to town meeting that would enable the town government to change to a Town Manager/5 member Board of Selectmen charter. This process included a review of whether the Personnel Board would remain in place or be absorbed by the role assigned to a new Town Manager if that proposal is adopted and approved.

***Personnel Board (continued)***

**2012 GOALS**

The Personnel Board's goals for 2012 include the following:

- Administer a review of the Part Time wage/ classification schedule;
- Continue to update the Salary Administration Plan (the Town's Personnel Bylaw) as needed;
- Update and compile, working with department heads, a library of current job descriptions for every position;
- Assist elected and appointed Town Boards and Commissions with their oversight responsibilities; through training and mentoring, enhancing their skills to motivate, monitor, and fairly appraise the performance of personnel under their direction, and assisting in developing performance goals for the future.

**ACKNOWLEDGEMENTS**

The Board would like to thank the Board of Selectmen, Town Administrator, and Department Heads for their continued support and cooperation in dealing with a myriad personnel matters. We also thank Vanessa Hale, Assistant Town Administrator, who serves as liaison on behalf of the Board, for her institutional knowledge, time, effort and energy. Ms. Hale continues to provide invaluable insight and logistical assistance to the Board's work. The Personnel Board also notes, with untold gratitude, member Russ Millholland's advice and assistance, which he tirelessly provides to all Town departments as well as many boards and committees. Over the past 40 years, Mr. Millholland has served in various capacities on Town Boards including the Advisory Committee, Cable TV Committee, Planning Board and many other ad hoc committees. We wish to express our heartfelt thanks for his undying efforts and willingness to participate in our Town governance.

<b><i>Town Accountant</i></b>
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***REVOLVING FUNDS ACTIVITY - FISCAL 2011***

<u>ACCOUNT</u>	<u>OPENING BALANCE 7/1/2010</u>	<u>RECEIPTS</u>	<u>LESS EXPENDITURES</u>	<u>CLOSING BALANCE 6/30/2011</u>
RECREATION COMMISSION	10,000		10,000	0
CULTURAL ARTS COMMISSION	3,237	3,687	2,859	4,065
TOWN HISTORY BOOK DEPOSITS	2,572		2,572	0
INSURANCE PROCEEDS (Opening balance negative due to timing)	(6,176)	17,151	2,682	8,293
FY 2011 REVOLVING FUNDS	9,633	20,838	18,113	12,358

***REVOLVING FUNDS FOR DEPARTMENTAL PROGRAMS  
M.G.L. Chapter 44, Sec 53E 1/2***

	<u>OPENING BALANCE 7/1/2010</u>	<u>RECEIPTS</u>	<u>LESS EXPENDITURES</u>	<u>CLOSING BALANCE 6/30/2011</u>
YEAR ENDING JUNE 30, 2011	64,797	439,473	316,634	187,636

<b><i>Reserve Fund Transfers</i></b>
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<b>ORIGINAL BALANCE</b>	<b>150,000.00</b>
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<b><i>DATE</i></b>	<b><i>DEPARTMENT</i></b>	<b><i>PURPOSE OF TRANSFER</i></b>	<b><i>AMOUNT APPROVED</i></b>
9/2/2010	Board of Health 0100-5-512-000-51200 Temporary Salaries	To cover absence of administrative secretary	2,500.00

<b>TOTAL BALANCE</b>	<b>147,500.00</b>
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<b><i>Town Treasurer</i></b>
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**CASH BALANCES AS OF JUNE 30, 2011**

**BANK ACCOUNTS**

Century Bank	Lock Box	1,142,331
Fidelity Bank	Investment	250,687
First Trade Union Bank	Investment	1,675,271
Marlboro Savings - Escrow	Planning	756,579
Marlboro Savings - Escrow	Road Openings	37,437
Marlboro Savings	Operating Account	10,508,160
Marlboro Savings	Student Activity Account	72,550
Marlboro Savings	School Lunch Receipts	42,569
Mass.Mun.Dep.Trust	Investment	117,867
Mass.Mun.Dep.Trust	Law Enforcement Trust	14,791
Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	11,363
Mass.Mun.Dep.Trust	Southboro Cultural Arts Council	4,108
Mass.Mun.Dep.Trust	Mary E Fay Library Fund	10,793
Mass.Mun.Dep.Trust	Fay Library Fund	8,014
Mass.Mun.Dep.Trust	Buck Library Fund	18,080
Mass.Mun.Dep.Trust	NE Telephone Library Fund	7,812
Unibank	Online Payments	46,576
Unibank	Investment & State Payments	2,388,859
Unibank	Payroll	33
Unibank	Accounts Payable	86

**TRUST FUNDS**

Bartholomew & Company	Stabilization Fund	423,701
Bartholomew & Company	Comm. Preservation & Town Trusts	3,385,200

**CASH BALANCES**

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**20,922,867**

### Town Collector

	Opening Balance	Reversals and Commitment	Refunds	Dr adjustment	Exemptions/ Payment	Abatement	Cr adjustment	Lien to Real Estate	Transfer Tax Title	Closing Balance
<b>REAL ESTATE</b>										
FY 2011	0.00	31,101,369.52	104,807.76	1,427.03	30,789,394.47	124,114.19	12,861.34	0.00	28,483.14	252,751.17
FY 2010	313,328.29	0.00	10,545.00	305.12	111,429.85	10,545.00	577.68	0.00	201,625.88	0.00
FY 2009	5,462.75	0.00	0.00	0.15	3,729.11	0.00	0.00	0.00	0.00	1,733.79
FY 2006 & prior	8,732.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,732.43
<b>RE Subtotal</b>	<b>327,523.47</b>	<b>31,101,369.52</b>	<b>115,352.76</b>	<b>1,732.30</b>	<b>30,904,553.43</b>	<b>134,659.19</b>	<b>13,439.02</b>	<b>0.00</b>	<b>230,109.02</b>	<b>263,217.39</b>
<b>TAX TITLE</b>										
TAX TITLE	166,669.85	165,393.77	0.00	0.00	234,123.94	0.00	1,400.00	0.00	59,704.59	156,244.27
TAX TITLE WTR	422.07	3,482.19	0.00	0.00	2,967.55	0.00	0.00	0.00	410.72	1,347.37
TAX TITLE CPA	553.72	1,131.74	0.00	0.00	1,590.28	0.00	0.00	0.00	396.19	491.37
TAX DEFERRAL	95,321.55	29,640.20	0.00	0.00	14,239.53	0.00	0.00	0.00	0.00	110,722.22
<b>PERSONAL PROPERTY</b>										
FY 2011	0.00	1,227,278.66	17,786.43	1,034.65	1,210,521.07	26,796.07	482.65	0.00	0.00	8,299.95
FY 2010	5,925.82	0.00	0.00	356.44	1,439.92	0.00	4,842.34	0.00	0.00	0.00
FY 2009	311.52	0.00	0.00	0.00	311.52	0.00	0.00	0.00	0.00	0.00
FY 2008	240.80	0.00	142.37	3.19	386.36	0.00	0.00	0.00	0.00	0.00
FY 2007	410.10	0.00	0.00	0.01	410.11	0.00	0.00	0.00	0.00	0.00
<b>PP Subtotal</b>	<b>6,888.24</b>	<b>1,227,278.66</b>	<b>17,928.80</b>	<b>1,394.29</b>	<b>1,213,068.98</b>	<b>26,796.07</b>	<b>5,324.99</b>	<b>0.00</b>	<b>0.00</b>	<b>8,299.95</b>
<b>MOTOR VEHICLE</b>										
2011	0.00	1,502,553.51	10,384.08	0.00	1,418,031.33	27,686.86	1,386.76	0.00	0.00	65,832.64
2010	52,169.36	199,160.18	24,764.65	0.00	240,855.74	21,460.81	348.02	0.00	0.00	13,429.62
2009	17,295.09	596.68	7,608.37	30.00	5,856.95	6,312.95	0.00	0.00	0.00	13,360.24
2008	5,931.39	0.00	3,504.50	0.00	1,686.36	3,170.12	4,574.41	0.00	0.00	5.00
<b>EX Subtotal</b>	<b>75,395.84</b>	<b>1,702,310.37</b>	<b>46,261.60</b>	<b>30.00</b>	<b>1,666,430.38</b>	<b>58,630.74</b>	<b>6,309.19</b>	<b>0.00</b>	<b>0.00</b>	<b>92,627.50</b>
<b>WATER LIENS</b>										
FY 2011	0.00	33,750.26	0.00	0.00	29,912.67	0.00	52.88	0.00	0.00	3,784.71
FY 2010	7,747.13	0.00	0.00	0.00	3,854.22	0.00	0.00	0.00	3,892.91	0.00
<b>WL Subtotal</b>	<b>7,747.13</b>	<b>33,750.26</b>	<b>0.00</b>	<b>0.00</b>	<b>33,766.89</b>	<b>0.00</b>	<b>52.88</b>	<b>0.00</b>	<b>3,892.91</b>	<b>3,784.71</b>
<b>SEPTIC BETT</b>										
FY 2011	0.00	40,506.43	0.00	0.00	40,506.43	0.00	0.00	0.00	0.00	0.00
FY 2010	1,000.00	0.00	550.00	0.00	0.00	550.00	0.00	0.00	1,000.00	0.00
<b>SL Subtotal</b>	<b>1,000.00</b>	<b>40,506.43</b>	<b>550.00</b>	<b>0.00</b>	<b>40,506.43</b>	<b>550.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
<b>SEPT BETT INT</b>										
FY 2011	0.00	19,487.94	0.00	0.00	17,706.19	0.00	0.00	0.00	0.00	1,781.75
FY 2010	450.00	6,980.95	412.50	0.00	9,212.70	412.50	0.00	0.00	0.00	-1,781.75
<b>SL Subtotal</b>	<b>450.00</b>	<b>26,468.89</b>	<b>412.50</b>	<b>0.00</b>	<b>26,918.89</b>	<b>412.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>WATER</b>										
Rates	131,037.69	2,091,604.21	868.74	2,556.72	1,900,978.78	125,202.47	60,092.18	33,654.26	0.00	106,139.67
Other Charges	435.00	41,489.27	408.64	0.00	38,168.13	175.00	0.00	0.00	0.00	3,989.78
<b>WTR Subtotal</b>	<b>131,472.69</b>	<b>2,133,093.48</b>	<b>1,277.38</b>	<b>2,556.72</b>	<b>1,939,146.91</b>	<b>125,377.47</b>	<b>60,092.18</b>	<b>33,654.26</b>	<b>0.00</b>	<b>110,129.45</b>
<b>TOTAL</b>	<b>813,444.50</b>	<b>36,464,425.51</b>	<b>181,783.04</b>	<b>5,713.31</b>	<b>36,077,313.21</b>	<b>346,425.97</b>	<b>86,618.26</b>	<b>33,654.26</b>	<b>295,513.43</b>	<b>746,864.23</b>
<b>CPA Tax 2011</b>										
CPA Tax 2011	0.00	258,557.00	335.56	34.51	254,964.88	2,163.95	89.83	0.00	0.00	1,708.41
CPA Tax 2010	2,167.54	0.00	105.45	8.03	779.48	105.45	0.00	0.00	1,396.09	0.00
CPA Tax 2009	26.25	0.00	0.00	0.00	26.25	0.00	0.00	0.00	0.00	0.00

# TOWN SERVICES



Where did the buffalo roam in Southborough?

[They primarily grazed on land across from the farm stand on Framingham Road]



## ***Building Department***

### ***PERMITS ISSUED BY TYPE OF PERMIT AND FEES COLLECTED***

<u>NUMBER</u>	<u>TYPE</u>	<u>FEES COLLECTED</u>
505	Building Permits	\$240,218
414	Wiring Permits	34,473
225	Plumbing Permits	17,380
176	Gas Permits	<u>11,175</u>
Total Permit Fees:		\$303,246

**T**he total number of Building Permits issued for calendar year 2011 is more (71) than calendar year 2010. Plumbing and Gas permits also increased (75) as did Electrical permits (78) from last year.

The State Building Code and construction related information is available on line at the Department of Public Safety web site at [www.mass.gov/dps](http://www.mass.gov/dps) and its link to the Board of Building Regulations and Standards. This site provides a great deal of information that can be helpful in planning and executing construction projects. It also contains a great deal of helpful information on the 8<sup>th</sup> Edition of the State Building Code.

A reminder that both building and zoning information is available online on the town's website. The town's website is located at [www.southboroughma.com](http://www.southboroughma.com). By navigating to the Building Department it is possible to obtain permit applications, fee schedules, zoning regulations and other information. The site contains e-mail addresses where comments and requests can be made.

The Building Department would like to thank Mary Broderick, Beverly Rose, Alida Krumin and all other seniors who have helped throughout the year.

## *Conservation Commission*

**T**he Southborough Conservation Commission is the local authority responsible for the protection of Southborough's natural resources and for the enforcement of the Massachusetts Wetlands Protection Act (M.G.L. Ch. 131, Sect. 40) and regulations (310 CMR 10.00), including the Rivers Protection Act, the Southborough Wetlands Bylaw and Regulations (Chapter 170) and the Stormwater and Erosion Control Bylaw (Chapter 174-13.5). The Commission is a seven-member volunteer board appointed by the Board of Selectmen.

Areas subject to the Commission's jurisdiction include (1) isolated wetlands, (2) bordering and isolated land subject to flooding, (3) wetlands bordering on water bodies or waterways, (4) all land within 100 feet of (3) above, and (5) all land within 200 feet of any perennial stream. Any activity in these areas requires pre-activity review by the Commission. The Commission is required to hold a public hearing if the activity affects any of the statutory public interests. If the Commission determines that the proposed activity meets all regulatory performance standards, then a permit will be issued with such conditions as are necessary to protect the following public interests: 1) private and public water supply, 2) ground water protection, 3) pollution prevention, 4) flood prevention, 5) storm damage protection, 6) land containing shellfish, 7) fisheries, and 8) wildlife habitat. In addition, the Commission has jurisdiction over projects that could have significant stormwater and/or erosion impacts in accordance with the provisions of the Stormwater and Erosion Control Bylaw.

The Commission advises other municipal officials and boards on conservation issues relating to these boards' areas of responsibility. The Commission manages all of the Town's conservation properties and the Community Gardens, and oversees Conservation Restrictions held by the Town. The Commission appoints the members of the Southborough Stewardship Committee whose oversight, coordination and management of the Breakneck Hill Conservation Land has been invaluable. The Commission is served by a salaried part-time Conservation Administrator. One member serves on the Community Preservation Committee, one member serves on the Zoning Advisory Committee, one member serves on the Stewardship Committee, one member serves on the Breakneck Hill Cow Fund, one member and the Administrator serve on the Southborough Emergency Planning and Management Committee, and the Administrator sits on the Greater Callahan Working Group and the SuAsCo Community Watershed Community Council.

Lucas Environmental, LLC continues to provide professional wetlands science consulting services to assist with the peer review of increasingly complex and technical regulatory requirements for stormwater and wetlands protection being imposed by the state.

In 2011, the Commission sponsored a Deer Management Forum held at Cordaville Hall to inform residents and others in the region about the consequences of deer overpopulation. The Commission participated in forums sponsored by the Metropolitan Area Planning Council and the Metrowest Regional Collaborative for the creation of a Metrowest Regional Open Space Connectivity Plan, which will be used to develop the 495/Metrowest Development Compact plan. The Commission received a grant from the Massachusetts Department of Conservation and Recreation Working Forest Initiative to fund the development of a Forest Stewardship Plan for the Town Forest. The Commission is working closely with the Stewardship Committee on this project.

The Commission approved four (4) Eagle Scout projects throughout town, and would like to commend the scouts for their creativity, hard work and diligence throughout the public hearing process.

In 2011, the Commission held 26 **public hearings** for Notices of Intent, Requests for Determination of Applicability, Abbreviated Notice of Resource Area Delineation, Permit Extensions, Amendment Requests and Administrative Enforcement:

1/6/11	Michael Gulbankian, 0 Cordaville Road
4/14/11	St. Mark's School, 25 Marlboro Road

**Conservation Commission (continued)**

4/14/11	Robert Enge, Breakneck Hill Conservation Land (Eagle Scout project)
4/14/11	EMC Corporation, 21 Coslin Drive
5/5/11	Zachary Lentz, Beals Preserve (Eagle Scout project)
5/5/11	Doug Little, 147 Southville Road
5/26/11	Barry McCarthy, 47 Southville Road
5/26/11	Margo Otey, 51 Boston Road
5/26/11	John Bartolini, 72 Flagg Road
5/26/11	Riverside Tree & Landscaping, 3 Willow Street
6/16/11	East Main Street, LLC, East Main Street
6/16/11	Beverly Dantz, 13 Hillside Avenue
6/16/11	Stephen & Melissa Gallagher, 17 Red Gate Lane
7/7/11	Mark Kerstens, Bay Path Trail.off Woodland Road (Eagle Scout project)
7/7/11	Genzyme Corporation, 0 Boston Road
8/18/11	Alben/Burton, 9 Parkerville Road
8/18/11	Richard Gordon, 11A Cherry Street
8/18/11	Marilyn Green, 4 Watkins Lane
9/8/11	Jon Willis, Templeman Woods (Eagle Scout project)
9/8/11	Alex Rickard, 97 Mt. Vickery Road
9/29/11	Venkateswar Madhiredy, 5 Burnett Road
9/29/11	Robert Moss, Crystal Pond Road
10/20/11	Department of Public Works, 112 Turnpike Road
11/10/11	Greenleaf/Fallon, 4 North Street
11/10/11	146 Cordaville Road, LLC, 146 Cordaville Road
12/1/11	New England Center for Children, 12 Pleasant Street

In 2011, the Commission held 5 **Stormwater Management Permit** public hearings:

St. Mark's School, Clark Field  
Riverside Tree & Landscaping, 3 Willow Street  
Security Realty Trust, 0 School Street  
146 Cordaville Road, LLC, 146 Cordaville Road (Solar Farm)  
12 Pleasant Street, New England Center for Children

In 2011, the Commission considered 17 **Requests for Certificate of Compliance:**

Fay School, Phase 1 and Phase 2	9 Schipper Farm Lane
Meeting House Lane	122 Southville Road
164 Middle Road	7 Mooney Lane
15 Hillside Avenue	172 Middle Road
4 Independence Drive	229 Parkerville Road
59 Boston Road	154 Main Street
39 Meadow Lane	136 Main Street
136 Marlboro Road	136 Parkerville Road

In 2011, the Commission collected \$4,305.50 in state regulated wetland filing fees, \$9,178 in local filing fees and \$2,250 in Stormwater permit filing fees. The Commission also collected \$150 in wetlands violation fines.

The Commission would like to thank the members of the Breakneck Hill Cow Fund for managing the cows and pastures at the Breakneck Hill Conservation Land. An annual License Agreement was re-signed by the Cow Fund and the Commission to formalize this unique partnership. The educational and hands-on work opportunities they provide allow residents to recall the agricultural history of the town.

***Conservation Commission (continued)***

The Commission extends its gratitude to the volunteers of the Southborough Stewardship Committee for their dedicated stewardship of the Breakneck Hill Conservation Land and continued oversight and coordination of the Master Plan, and their willingness to expand their efforts and expertise to the Town Forest.

The Commission thanks all town officials, employees, and residents who have provided assistance to us this past year and we welcome the participation of community members in our future work. The Commission would also like to express its sincere gratitude to former Town Engineer John Woodsmall. The Commission will greatly miss Mr. Woodsmall's professional and prompt review and recommendations regarding wetlands and stormwater applications, his patient presence at long and often complicated public hearings, and his practical approach and advice. We wish him well in his new position.

And finally, the Community Garden had another successful and bountiful year under Garden Coordinator Debbi Molinaro and new Co-Coordinator Jeff Rudd.

## *Council on Aging/Senior Center*

The Senior Center is conveniently located near the center of town at 9 Cordaville Road. The Center is easily accessible to seniors who drive and also accessible by inexpensive bus service provided through the MWRTA which will pick seniors up at their homes and bring them to the Center. The Senior Center's regular business hours are 8:00 a.m. to 3:00 p.m. Monday through Friday, and Saturday for activities from 9:00 a.m. to 12:00 p.m.

To maximize space in the building to accommodate our growing program schedule, moveable partitions were installed in the large function room to create a space that can accommodate multiple events. The room can now accommodate up to three different programs at a time or can be opened up to accommodate larger programs of approximately 100 people. Currently programs such as canasta, the senior writers group, and the book club are still often held in the staff offices on heavily scheduled days. The Senior Center has a full slate of weekly activities which are detailed in our bi-monthly newsletter or on our web site [www.southboroughseniors.com](http://www.southboroughseniors.com).

Last year the Senior Center launched a new website dedicated to informing the public of Senior Center activities, programs, and current senior related topics. The web site currently receives over 1000 hits per month. Again, many thanks to volunteer webmaster John Del Rios for providing his time and expertise in creating and maintaining this valuable service. If you have any suggestions or would like to see any additional information on this site please contact the Senior Center.

The Council's mission includes advocating for senior services on behalf of the town's elder population, identifying and improving community services and resources, and providing educational, health, and recreational programs. The Council on Aging is a board made up of seven regular members and several alternate members. The Council on Aging meets at 7:00 p.m. the first Wednesday of the month at the Senior Center. The public is welcome to attend these meetings.

The Center is staffed by a Director, Program Coordinator, Outreach Coordinator, Nurse, and 2 Administrative Assistants who job share as well as many dedicated volunteers. According to the 2010 census there are approximately 1609 residents in Southborough over the age of 60 and all are welcome to participate in Senior Center programs. This is a 55.5% increase in the senior population compared to the 2000 census. In addition, the Senior Center provides services and assistance to the families caring for elders.

Funding for the Senior Center and its programs comes primarily from the town budget, the Friends of the Council on Aging, and grants from the Executive Office of Elder Affairs. The "Friends of the Council on Aging" holds fund raising activities throughout the year. The annual Falconi Family Memorial Golf Tournament raises significant dollars towards program funding.

The Senior Center has a large multipurpose activity space and an area which serves as the congregate meal sight. Regular weekly activities such as fitness classes, a music program, painting classes, bridge, greenery craft programs and card games are provided for seniors. In addition, educational programs, craft classes, holiday events, tai chi classes, bus trips, health and educational lectures, parties and picnics, visits from state legislators, podiatry clinics and a bi-monthly newsletter is offered. Services at the Senior Center also include the Meals on Wheels Program for homebound seniors and on-site congregate hot lunches are served Monday through Friday. The meals are provided by Baypath Elder Services and are delivered to homebound seniors by local volunteers.

In addition to these services offered the Senior Center we have also partnered with the recreation department, the library, historic society, and local schools, to offer programs such as bus trips, a book discussion group and other upcoming programs. Two pool tables and a ping pong table are available and Southborough has formed a pool team that participates in league play with other senior centers.

### *Council on Aging/Senior Center (continued)*

This past year the Senior Center continued to receive grant funding from Baypath Elder Services to focus on the development of intergenerational programming. New programs involving seniors and students included; Algonquin Regional High School plays, Woodward Reading Program, Poetry Out loud at Algonquin, Spanish Club Fiesta at the Senior Center, Woodward 3<sup>rd</sup> graders sing for Veteran's Day, Trotter Band Concert and monthly Woodward School Care Assemblies. Finn and Woodward Schools also continue to utilize many senior volunteers in their classrooms. Many thanks to Margie Lubanko for her continued support to the program. The Senior Center has been able to obtain grant funding for a third year to continue coordinating these efforts.

The Senior Center staff continues their efforts with the town's police and fire departments to maintain and update emergency preparedness plans for the senior population. An on line computer program is available to store pertinent individual senior emergency information. This information would be used by emergency service personnel to assist seniors in the case of a major disaster. Grant funds were utilized to contact our most elderly seniors in an effort to update their emergency information in the data base.

Health insurance counseling is provided by appointment with a trained SHINE (Serving Health Information Needs of Elders) volunteer who has been extremely busy during the recent months helping seniors at the Senior Center. Special thanks once again to Carolyn MacLeod for her generous support and many hours of service to Southborough seniors.

The center also provides information and counseling for Medicare and Medicaid programs, prescription drug program assistance, fuel assistance, meal programs, housing services, transportation services and community resources.

Transportation is available through The MetroWest Regional Transit Authority. The WRTA offers fixed route service as well as curb to curb service to seniors at very affordable prices. This service can bring seniors to most area destinations which were not available in the past.

The Senior Tax Work-Off program which started in 2000 with 6 participants has grown to 30 participants. At the Fall 2009 town meeting, a vote was taken to increase the benefit of the Tax Work Off Program to \$1000 from the previous benefit of \$750. Seniors now receive a \$1000 tax credit for providing 125 hours of service hours (an increase from 100 hours for service) to a wide variety of town departments. The \$1000 tax credit is the obvious benefit for seniors who participate in the program. The benefit that may not be so obvious to the general public is the community involvement and feeling of giving back to the community that the seniors receive and so often express when participating in the program. Almost all who participate continue to volunteer for the town even after their hours are completed. Program participants have become a vital part of the town's work force and are utilized in over 15 different departments.

The Senior Center has continued to increase current services and adapt to meet the increasing needs of the senior citizens within the community. In order to do so we will again need to rely heavily on the services of our exceptional volunteers. Last year over 100 individuals (in addition to tax work off participants) volunteered their time to the Senior Center. Our sincere thanks go out to all who have helped to make the Senior Center a success and we welcome the opportunity to involve more volunteers of every age in the upcoming year.

Special thanks to Jimmy Falconi for his ongoing support with his donations and the Falconi Family Memorial Golf Tournament, TJ's Spirits of Ashland, Panera Bread and Hannaford Markets for their support.

## *Department of Public Works*

**I**n accordance with the Code of the Town of Southborough, the Department of Public Works (DPW) herewith submits its nineteenth annual report for the year ending December 31, 2011.

**THE DEPARTMENT:** Two DPW employees left the DPW in 2011. Joe Paul, a Water Division employee, left Southborough to attend the State Police Academy. John Woodsmall, the Town Engineer, left to become the DPW Director for the Town of Holden. We wish them both well in their new endeavors. The DPW permanently transferred a Highway employee to the Water Division and will fill the vacant Highway position and a Staff Engineer position in 2012. Southborough will not have a Town Engineer working at the DPW.

**HIGHWAY:** The Highway Division consists of five highway crew members plus the DPW Mechanic and the Transfer Station Operator. Crew members in 2011 were Jim Harding, Dick Rock, Dean Cibelli, Mark McLaughlin and Stephen Aspesi (who transferred to the Water Division at the end of 2011); the DPW Mechanic was Dave Daniels.

### **Snow Removal:**

- The 2010-2011 snow season was prolific. The season began with 2" of snow on December 22, 2010 and, after sixteen snow events, ended April 1, 2011 with 4.5" of snow.
- In total, the season brought Southborough seventeen snow events, with five events dropping over 6" of snow, for a total of about 85" of snow in Southborough.
- The DPW had trouble with the sidewalk blower and getting parts for the blower throughout the 2010-2011 winter season.
- Snow banks became large and densely packed as the season wore on. By February, the DPW's equipment was not able to move the snow banks back to make room for more snow. The Town of Wellesley's DPW helped the Town of Southborough by sending a manned, loader mounted, snow blower to move the snow banks off the shoulders on the main roads.
- The DPW purchased, with Harvard donation money, an aggressive plow for our front end loader which will help the DPW deal with large, densely packed snow banks.

All fifteen crew employees, from each of the DPW Divisions, along with ten pieces of contractor equipment kept the roads clear for emergency vehicles and the public.

### **Roadways:**

- The DPW's street striping contractors applied centerline and edge-line paint in May 2011.
- Roadside brush-mowing, street sweeping, pot hole filling and crosswalk and stop line painting was performed by the five Highway Division personnel in 2011.
- The DPW hired contractors to perform infrared repair to roadway areas throughout town that were in need of minor repair.
- The DPW Highway crew reconfigured the Woodland and Cordaville Roads intersection.
- The DPW Highway crew also reconfigured the Sears Road and Main Street intersection.
- The 25% design drawings for the Main Street project were submitted in 2011.
- The DPW continued the 2010 roadway maintenance contract in spring 2011:
  - In May 2011 the paving contractor reclaimed and paved Parkerville Road south of Route 9 from Route 9 to Wedgewood Road.
  - From spring 2011 through the end of summer 2011 the contractor removed the sidewalk on Southville Road, installed granite curb, repaved the sidewalk and reclaimed and paved Southville Road. This project was plagued with delays due to availability of granite curbing and contractor scheduling.
  - The contractor planed Woodland Road, from Richards Road to Cordaville Road, in May 2011. The contractor finally paved the road in August 2011.



## ***Department of Public Works (continued)***

### **Stormwater:**

- The DPW did not receive funding to repair the Town's catch basin cleaner. Therefore, the Town entered into a regional bid for catch basin cleaning services. The Town did not execute the contract before year end.
- The DPW Highway Crew repaired ten catch basins in 2011.
- The DPW also made various repairs and small upgrades to the drainage system, in association with the road paving program of 2011.
- In April, the DPW helped sponsor the Annual Spring Clean-up. For the second year, participants received stainless steel water bottles and recycled, re-useable shopping bags to promote reuse of these items.
- The Town continued to try to meet the requirements of the National Pollution Discharge Elimination System (NPDES) Municipal Small Storm Sewer System (MS4) Phase II General Permit. The Town's current NPDES permit is expired. The United States Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (DEP) have yet to issue a new final 5-Year permit.
- In compliance with our permit the DPW continued to track quantities of materials diverted from the waterways by the Town's drainage system and by street sweeping.
- The Department of Public Works supported the Conservation Commission in the review of Stormwater Management Permits.
- The DPW hired a contractor to clean some problematic storm drain lines and to televise one on Main Street.

**Transfer Station:** The Transfer Station is part of the Highway Division. The only full time employee at the Transfer Station is the Transfer Station Operator, Joe Berte.

- The Town currently pays for all materials disposed in the refuse hopper, Household Hazardous Waste Day, brush and yard waste recycling, sharps disposal/recycling and recycling and/or disposal of all items in the mercury shed. In 2011, Wheelabrator reimbursed the Town for the cost of our mercury recycling.
- Refuse disposal cost \$70.87 per ton the first half of 2011 and \$72.48 per ton the second half of 2011.
- The Town does not pay for hauling or processing of any other materials collected at the Transfer Station.
- The DPW hauled 3,185 tons of refuse in 2011 – about 60 tons more than in 2010, to Wheelabrator in Millbury, where it was burned to make electricity.
- Resident's recycling efforts at the Transfer Station resulted in approximately 1,350 tons of material being recycled, including cardboard, newsprint, comingled materials, scrap metal, white goods, brush and yard waste, Swap Shop donations, book donations, clothing donations, bottle and can donations and household hazardous waste.
- These quantities translate into a recycling rate of almost 30% if brush is included in the tonnages.
- With the official loss of the Recycling Center position, the DPW covered this area of the Transfer Station with part time summer help, a rotation of all DPW employees, and in late fall 2011, by temporarily re-assigning an employee for the winter months.
- Traffic at the Transfer Station has become a problem, specifically on Saturdays. The DPW proposed closing the Swap Shop to alleviate traffic issues. However, Southborough residents voiced their dislike for that plan and the DPW is working on a solution that will ease the traffic issues while providing a Swap Shop area for residents.
- DEP Transfer Station, Compost Site and Recycling reporting occurred as usual in 2011.

### ***Department of Public Works (continued)***

**Trees:** The Town's Tree Warden is Highway Division employee Richard Rock. The DPW does not have a Tree Division.

- The Town's tree contractors removed sixty-three trees in 2011.
- The Tree Warden and DPW Highway Division employees removed an additional forty trees themselves.
- An October 29<sup>th</sup> through 30<sup>th</sup> snow event caused significant damage to trees throughout town, more than Tropical Storm Irene caused when it came through Town in August. Tree damage was significant because most trees had not lost their leaves and the snow was wet and heavy. The DPW crews spent about three weeks cleaning up tree limbs after the October storm.
- Both storms caused power outages throughout Town. However, the main power issues occurred at the substations. Trees and branches did fall on power lines, but the DPW's aggressive town tree removal program and National Grid's work in Town on our 3-phase lines over the past several years limited the localized outages caused by Town trees.

**GROUNDS:** The DPW Grounds Division consists of one employee, Chris Leroy.

**Maintenance:** The DPW Grounds Division is responsible for maintaining and overseeing the maintenance of 55 acres of town grounds and recreation fields.

- Standard and preventative maintenance was performed on all the athletic fields during 2011. This includes:
  - aerating each field four times to reduce compaction.
  - over seeding goalmouths and other worn areas of the athletic fields.
  - auditing and maintaining the irrigation systems.
  - fertilizing and applying lime to the fields as warranted by yearly field's soils testing
  - collecting trash at the fields.
  - grooming the 9-11 Memorial Field with the Town's brush groomer.
  - inspecting and repairing, as needed, school and recreation playgrounds.
  - filling in and maintaining safety Fibar at all playgrounds.
- The Grounds Division updated and monitored the Town's Integrated Pest Management (IPM) Program as required by the Children's Protection Act.
- Grounds mowing was performed by the Town's Grounds contractor as usual in 2010.
- A contractor groomed the 9-11 Memorial Field, this process removes debris in the upper layer of the field's rubber pellets.

**Projects:** In addition to grounds maintenance the Grounds Division also completed several projects including:

- The Trottier softball field renovations.
- Installing permanent picnic tables at the Town House Tot Lot.
- Erecting the ice rink at Choate Field (Woodward School).
- Working with the Facilities Department to replace lights at the Choate soccer field with newer, energy efficient lighting.
- Completing the irrigation system at the Triangle Park.
- Assisting an Eagle Scout with moving the Volleyball Court to the Neary/Trottier complex.
- Erecting the new playground at 21 Highland Street:
  - This playground was funded through CPA funds and was developed by the Recreation Department.
  - Recreation received donations to clear the land and to rough grade the area.
  - The Grounds Division, with periodic help from members of the Water and Highway Divisions, dug and drilled the footings, mixed concrete for footings, removed boulders and erected the playground.

## ***Department of Public Works (continued)***

**WATER:** In 2011 the Water Division consisted of four employees, Mike Nelson, Norm Buzzell, Paul Harding and Joe Paul. Stephen Aspesi transferred from the Highway Division to the Water Division when Joe Paul left the DPW for the State Police Academy in October. The Water Division is a Special Revenue Fund, meaning that it is self-funded through water billing.

### **Consumption:**

- Summer 2011 was a relatively wet summer with rainfall occurring often enough to keep lawns green and growing.
- The Town put a voluntary water ban in place for the summer months.
- Southborough used about 306 Million Gallons (MG) of water in 2011. This is an 18% decrease from the Town's 2010 usage, which had a very dry summer.
- Southborough's 2011 average day's usage was 0.838MG, the lowest for the last nine years.

### **Rates:**

- Water Rates stayed steady throughout 2011.
- Southborough's water rates are stepped to encourage water conservation.

### **Breaks:**

- 2011 brought the Town one water main break and eight water service leaks.
- The DPW's leak detection contractor performed our Annual Leak Detection Survey in February 2011.
- The Water Division repaired 16 hydrants.

### **Infrastructure Improvements:**

- One new hydrant was added to the Town's water system.
- 150 feet of 8" main was added along Route 9 in 2011.
- Nine water services were added to the system in 2011.
- The ceiling and roof of the 1931 riveted steel Clear Hill water storage tank on Overlook Drive were painted in 2011. The riveted seams were also sealed with a special flexible epoxy coating. This tank work completed the requirements set forth in the DEP's 2010 Sanitary Survey report.
- The Water Division continued replacing water meters in 2011. A contractor replaced 18 large size meters, Water Division employees replaced 144 meters.
- In accordance with the Water System Master Plan, the Supervisory Control and Data Acquisition (SCADA) development and installation project was bid and awarded in March 2011. This project was almost complete at the close of 2011.
  - In 2011 the contractor installed control systems and communication equipment at each of the new pressure reducing valves (PRV), each of the water storage tanks, both of the water pumping stations and at the John W. Boland, Jr. DPW Facility.
  - When complete the SCADA system will allow the Water Division to remotely monitor and control the different water system assets.

### **System Maintenance:**

- Water sampling and DEP reporting was conducted as usual in 2011.
- The 1931, riveted steel Oak Hill tank was cleaned and inspected to assess coating adhesion from the 2010 painting contract.
- In accordance with the DPW's water system maintenance plan, the 1.3 million gallon water storage tank on Tara Road was cleaned and inspected in 2011.
- Water system flushing occurred as usual during the last week of April.

***Department of Public Works (continued)***

**Miscellaneous:**

- Tropical Storm Irene caused power failures throughout Town. Both water pumping stations lost power during Irene. The pumps at both stations are electric. One pump at the Hosmer Station will run off of propane in an emergency and there is a gasoline powered back-up pump at the Boland pumping station. The exhaust system from the gasoline powered pump at the Boland Station set fire to the ceiling of the station. A rental generator was brought to the site and the gasoline powered pump was put out of service. Insurance covered the damages. The DPW purchased a back-up generator for the site.

**CEMETERY:** The Cemetery Division consists of three employees Bridget Gilleney-DeCenzo, George Mooney and Andy Remillard.

**Maintenance and operations:**

- Maintenance and operation of the Rural Cemetery and the Old Burial Grounds was carried out on a regular basis throughout 2011.
- Burial Rights to 36 graves were sold in 2011.
- There were 19 cremation burials and 38 full body burials in 2011.

**JOHN W. BOLAND, JR., DPW FACILITY:** On October 31, 2011, the DPW's environmental consultant submitted the final Response Action Outcome (RAO) report for the DPW Facility, to the Department of Environmental Protection. This completed the environmental clean-up process at the John W. Boland, Jr., DPW Facility.

**GEOGRAPHIC INFORMATION SYSTEM (GIS):** In 2011, the Town's Geographic Information System (GIS) continued to be expanded and updated.

- The Town, through the DPW, continues to operate the MapsOnline program to provide GIS access to members of the public, general Town staff and Town public safety staff.

## ***Facilities Management Department***

**T**he department's mission statement reads as follows: *To provide maintenance, repairs, and operation of municipally owned buildings and grounds that will extend the life of the facilities and associated equipment installed within those facilities and/or any part of such facility. We also ensure that public safety is provided by performing sound operational procedures that comply with federal, state, and local building code requirements, clean air, water, and health requirements.*

*It is the policy of this department that its resources be directed towards planning and providing essential services, maintaining and operating equipment and facilities in a safe manner (subject to budgetary constraints), in accordance with appropriate building and fire codes, federal and state regulations.*

### **DESCRIPTION OF SERVICES**

Our services consist of, but not are limited to, the following areas of service:

1. Design of facility and system needs and requirements for all municipal departments.
2. Construct, demolish, modify, renovate, repair and/or replace facilities, equipment and building systems.
3. Operate and maintain building systems such as, mechanical, electrical, structural, fire, security, health and safety.
4. Provide environmental and global cleaning and safe operation of facilities.
5. Administer the purchase of services and repair contractors to ensure compliance with local, state, federal and industry standards.
6. Purchase of building systems, replacement equipment, custodial supplies.
7. Standardized purchase of services, products and supplies in the operation of our facilities.
8. Participation in all types of town committee's from safety to emergency management.
9. Ensure all purchases and contracts adhere to the Massachusetts general procurement laws.

### **STAFFING**

Our department is divided by craft, but it is also intergraded for mission accomplishment. That means that any person will perform other duties as the need arises. It is this unity and ability to combine skills for mission accomplishment that has set our department apart from other municipality's facilities or maintenance departments.

### **STAFF FUNCTIONS**

**Facilities Manager** - Performs project planning, estimating, prepares proposals, reviews operational control procedures and coordinates vendor and contractor activities. Develops and implements budgets based on the goals and objectives outlined for the town.

**Maintenance Supervisor** - Develops the weekly work schedule based on assigned work by the Facilities Manager, for normal maintenance and repairs to all facilities. Ensures all town buildings are maintained, clean and safe for normal work every day. Possesses a CSL license and is responsible for all carpentry projects.

**Administrative Secretary** - Prepares purchase orders, processes invoices for payments, maintains a running account of all department expenditures, maintains time schedules for on going projects. Performs analytical calculations for review of the department's financial performance. Works with Facilities Manager preparing documents, maintaining files and project folders in the day to day operation of the department. Qualified to work with procurement of supplies and building construction contracts via Associate MCPPO certification. Maintains Preventative Maintenance System entering, distributing, and closing all department work orders. Interfaces with town departments and vendors as necessary to keep a smooth work flow for the department.

**Maintenance Mechanic** - Performs inspections, tests, maintenance and repairs to buildings, as well as mechanical and electrical equipment such as motors, pumps, boilers, HVAC, and waste water system.

### ***Facilities Management Department (continued)***

**Maintenance Custodian** - Performs and maintains the buildings in clean and safe conditions at all town structures. This includes sweeping, mopping and snow removal. Also performs inspections of building equipment to ensure that all equipment is operating properly.

**Electrician** - Performs all facets of electrical maintenance, preventive maintenance, repairs, and renovations in accordance with established procedures, NEC codes regulations and work schedules. The maintenance electrician performs various duties such as; inspections, repairs, replacements and service calls on all electrical systems and equipment.

### ***ACHIEVEMENTS***

As always, the Facilities Department staff is constantly trying to improve service to our customers. Our objectives for the coming year will be to continue to upgrade mechanical systems that are nearing the end of their life cycles. The Facilities Department is constantly looking for ways to save energy, which in turn saves money.

Below is a list of those projects the Facilities Department has completed and those that we are still working on starting January 1, 2011 through December 31, 2011.

- ☐ Senior Center
  - Repaved the parking lot.
  - Replaced the two old boilers with high efficiency boilers.
  - Insulated above the new hung ceiling in the big room.
- ☐ Police Station
  - Completed electrical work for the new armory.
- ☐ Fire Station
  - Installed new kitchen floor.
- ☐ Town House
  - Renovated the old "IT" and copier rooms to accommodate the Administrative Assistants for the Town Planner and Conservation Department.
  - Renovated new office space on the second floor for the Town Accountant and Administrative Assistant.
  - Renovated office space on the first floor to accommodate the Assistant Town Administrator's office.
  - Rebuilt the five HVAC air handlers in the basement.
- ☐ Fayette Hall
  - Completed the renovation for the new work space the cable committee had requested.
  - Removed and replaced damaged circuit breaker panel.
- ☐ DPW
  - Replaced leaking 80 gallon water heater with an "On Demand" energy efficient water heater.
- ☐ Library
  - Replaced two HVAC vav boxes and two water valves in the lower level.
- ☐ Arts Building
  - Converted unused dark room to a desperately needed storage room.

### ***Upcoming projects for this Spring***

- \* Upgrade the boiler controls at the Senior Center.
- \* Begin window replacement at Senior Center.
- \* Interior painting at Police Station.
- \* Remove existing 30" doors and install two 36" wide doors at the Fire Station kitchen.
- \* Replacement of the emergency generator at the Fire Station.

## **Recreation Commission**

**T**he Recreation Commission strives to provide premium services and programs to the community. As long as the required resources are available to us, we will continue to create a revenue stream that will grow and support our operations yearly budget. The recreation commission has worked diligently to continue to provide more services and programs to residents without increasing the overall tax burden.

### **Town Activities and Programs (TAP)**

This year the Commission has increased service to the community through the addition and expansion of many year round programs for pre-school age residents through seniors. Examples of programs include summer playground, kayak, canoeing and rowing, lacrosse clinics, sports camps for pre-teens & teens and senior walking club.

### **Recreation After-School Program (RAP)**

The Recreation After-school Programs provide enrichment activities for all K-8 children in Southborough. These activities are not limited to athletic teams but also include classes such as science, crafts, drama and dance. They are popular with all parents and provide a needed service for working parents who do not have the ability to drive a child to an after-school activity. They are also helpful to students on Individual Education Plans. Administrators from the schools and parents have all requested programs that we strive to provide. Other benefits of recreation in an after school setting include socialization for students who find it difficult to make friendships during the regular school day. There is also an opportunity for children who do not have the capability to participate in organized sports to have a chance to try a sport or activity that they may not otherwise have an opportunity to enjoy. Developing an interest in different activities can lead to life long participation in healthy activities.

### **Independent Youth Sport Organizations**

Each of the team sport activities offered in Southborough is an independent program, which the commission does not run, organize, supervise, nor maintain. For these activities, we administer the facility reservation fees based on the number of individuals in each activity. We also maintain records of the organizations' application, insurance to operate within Southborough facilities and organizational structure i.e., standards for board of directors, coaches, and volunteers.

Independent organizations run by volunteer residents and supported by the recreation commission:

- Southborough Youth Baseball
- Northborough/Southborough Youth Lacrosse
- Southborough Youth Soccer
- Northborough/Southborough Pop Warner Football
- Southborough Youth Basketball

### **Gym and Field Use Scheduling**

The recreation office schedules use of over 47 acres of athletic fields and facilities and approximately 11,000 hours. This includes statewide use for the artificial surface, 9-11 Memorial Field, on Acre Bridge Road.

### **Southborough Fields and Facilities**

- *Harold E. Fay Memorial Field/Playground:* soccer, outdoor basketball, softball, school age playground, tot-lot, picnic pavilion and walking path
- *Mooney Field:* baseball
- *Liberty Estates Field:* multi-purpose athletic field
- *Kallander Field:* multi-purpose athletic field
- *Lundblad Field:* multi-purpose athletic field
- *9-11 Memorial Field:* soccer, football, lacrosse

### ***Recreation Commission (continued)***

- *Choate Field at Woodward School:* soccer, outdoor basketball, softball, field hockey and volleyball
- *Neary School:* tennis, soccer, baseball, playground, walking, outdoor ice skating outdoor basketball
- *Trottier School:* soccer, baseball, track, field hockey, outdoor basketball
- *Finn School:* soccer, outdoor basketball, baseball, playground, tennis

### **Development, Expansion and Maintenance**

The Recreation Commission gathers information on facility needs from the various town organizations that use the fields and facilities. In turn, we work with the facilities department, selectmen, capital budget committee and advisory committee to plan for the facility needs of this community.

### **Volunteers**

As a commission, we utilize volunteers, including senior tax work-off volunteers, for various tasks such as office support, open gym monitor and RAP monitors.

### **Friends of Recreation**

This year the recreation commission is delighted to have the support of the newly the established Friends of Recreation. This group supports recreation through scholarships, donations and volunteer time. This year they purchased an outdoor skate rink that was enjoyed by the whole community. They successfully ran the 5th Annual Gobble Wobble Thanksgiving Road Race.

### **Scholarships**

Southborough recreation provides scholarships for all types of activities.

### **Health Benefits of Recreation**

It is important to communities across the nation to stay active. Community parks and recreation programs provide that activity. Community recreation programs provide health benefits. The physical, mental, and social benefits provided to the community through recreation programs for pre-school through senior citizens range far beyond a single life span. The Recreation Commission is committed to working together with other departments and residents to insure that Southborough maintains the quality of life that residents should be afforded.



## *Southborough Housing Authority*

**T**he Southborough Housing Authority is a public housing agency consisting of a five member Board of Commissioners. Four members are elected and one appointed by the Governor of the Commonwealth. The Authority is regulated by the Commonwealth of Massachusetts through the Department of Housing and Community Development (DHCD) and provides housing to eligible low income elderly, handicapped and families. The Board of Commissioners is responsible for setting policy, program planning and setting goals, while the Executive Director, Lynne Moreno, oversees the day-to-day administration of the Authority. The Authority's maintenance man, Michael Williams, work full-time to maintain and preserve the Authority's properties.

The Authority owns and operates fifty-six elderly/handicapped housing units, three family units and an eight bedroom special needs facility which was constructed in cooperation with the Massachusetts Department of Mental Health and is managed by The Bridge of Central Massachusetts. The Authority is self sufficient, but subsidy is necessary from the Department of Housing and Community Development for capital improvements. Strict control of operating costs within our approved budget must be maintained while providing the best quality housing possible for our residents. This creates an increasing challenge as our properties are getting older.

Presently, net income limits for determining admission to state aided public housing range from \$45,100 for one person to \$85,050 for eight people. Questions about eligibility requirements and applying for housing may be directed to the Southborough Housing Authority office, 49 Boston Road (508-481-2166) which is open from 9:00 a.m. to 12:00 p.m.

The Board of Commissioners of the Housing Authority meets on the third Wednesday of each month at 6:30 p.m. in the Colonial Gardens Community Building. The present members of the Board are Jean Chappelle, Susan Chorey, Robert Jachowicz and Nancy Morris. The State Appointee seat continues to remain vacant.

## Southborough Library

**M**ission: *To be the intellectual, cultural, and social center of town life, providing services, materials, and programs for children, teens, adults, and seniors of all income levels and interest.*

In September 2011, the Library celebrated 100 years at its present location at 25 Main Street. It was marked with an open house featuring displays of old photos and newspaper clippings that sparked lots of remembrances and storytelling about all the wonderful people who have contributed to the institution over the years.

Library staff and the Trustees took great pride in the results of the 2011 Southborough Resident Survey: 49 percent of the respondents gave the Library a rating of "excellent," higher than any other town service, including schools. Of course, the Library, more than any other department, serves every age group from the very youngest to the most elderly. Thirty-five percent of the 741 respondents rated Library services as "good," five percent as "fair," one percent as "poor," and nine percent said they had "no experience" with the Library. Clearly, there is room to improve, and we hope to lure that nine percent into the Library with our growing number of programs. Even if residents are not coming into the Library, we hope they are making use of our extensive online services, such as the full text of *The New York Times* and other periodicals and books they can download free to their e-readers. Learn more at our website [www.southboroughlib.org](http://www.southboroughlib.org).

**Southborough Library Fund:** While we were celebrating our past 100 years in 2011, we also were looking to the future. The growth of our community, the evolving information needs of our users and our Library's limited space and outdated design require Trustees to consider what renovations are needed. To that end, the non-profit, tax-exempt Southborough Library Fund was established under the umbrella of the Community Foundation of North Central Massachusetts. Our first goal is to raise \$40,000 to fund an engineering and planning study. As of December 31, 2011, we had \$24,323.48 in the Fund. Checks are still coming in and we want to take this opportunity to thank everyone who has supported this effort.

### What's New at the Library?

**Technology:** In 2011, we embraced electronic readers. We hosted workshops on e-readers and we purchased two Kindles and two Nooks, preloaded with multiple titles. We are pleased to report that they are always in use. We also purchased 39 Wii games that can be borrowed and we were the beneficiary of a large donation of Xbox games that are constantly checked out.

**Focus on teens:** A recent emphasis at the Library has been on teens and "tweens." We applied to the state and received a \$13,758 two-year Library Services and Technology Act (LSTA) grant to help us serve this population, ages 11 - 18. The money can be used to configure space within the Library for teens and to purchase equipment and fund programs. A Teen Advisory Group (TAG) meets regularly to suggest book purchases and plan events for this age group.

**Speaker Series:** In concert with the Southborough Business Network, we hosted an INSIDE STORY speaker series that attracted some of the largest crowds the Library has seen for evening events. About 85 people came out to hear the New England general manager of Wegmans speak, and Tom Prince, owner of Tomasso Trattoria in Southborough, shared his business story with another large crowd in November. The group is aiming for quarterly speaker events in 2012. We also hosted an additional 15 speakers for adult programs this year, including five local authors.

**Tutors at the library:** In an effort to make the Library a quieter place for our patrons, we adopted a policy that requires tutors to use our downstairs meeting rooms. Tutors must register in advance and pay \$5 an hour. That money, like the fines we collect, is turned over to the town.

## ***Southborough Library (continued)***

**New sign:** Thanks to a large contribution from the Friends of the Library, last fall a new sign was installed outside the Library facing the Rte. 30 and 85 intersection.

### **Staff – the people who make it all happen**

The Library is staffed with two full-time librarians with master's of library science degrees: Jane Cain, director, and Kim Ivers, the children's librarian. Our library assistants are: Patricia Ellis, Heidi Lindsey, Naomi Magnoni, who serves as our young adult librarian and Barbara Spiri, children's room assistant. The Library also has two part-time assistants, Sue Serra, who works mostly upstairs, Chris McGinn, our tech person and three teen pages.

### **Friends, Volunteers and Supporters**

The staff and Trustees would like to publicly acknowledge the hard work and dedication of the Friends of the Library, a small group of volunteers that raised \$9,757.00 in 2011 through their used book and cookie sales. Thanks to the Friends, we have 13 passes to area museums that provide our residents with free or reduced-price admission to those institutions. In 2011, Friends helped purchase materials for the Library collection; chairs and furniture in the children's room, for the staff and for the public computer area; computer software and a new phone system for the Library.

The Library benefits a great deal from the work of dedicated volunteers: Colleen Burke, Paula Fairfield, Ann and Rich Hall, Marie Kensington, Lois Seltzer, John Shoucair, Sue Snyder, Dot Spiro, Carolyn Sullivan, Carol vanBerkel, Prudence and Dean Webster, as well as teens who help out during the summer. In 2011, 37 volunteers donated 887 hours, assisting with many aspects of Library operations.

Thanks also to the Southborough Cultural Arts Council for awarding the Library a \$750 grant to support our April Poetry Festival last year.

### **Library Services**

**Network:** The Southborough Library is a member of the Central/Western Massachusetts Automated Resource Sharing (CW/MARS) network. Library card holders can request materials Southborough does not own or have on hand through inter-library loan. Visit our website to search the catalog, download e-books, videos and audio books, or to access the full text of more than a dozen newspapers; Opposing Viewpoints, OneFile, a comprehensive periodical resource and many other electronic resources helpful to students.

**Library Cards:** To borrow books you need a FREE library card (replacements are \$1). To renew books online and use online resources, go to our website and scroll down from the blue bar at the top right side of the home page that says, "I'd like to..." You will need a PIN, which can easily be reset if you forget it.

**Computers, Internet Service, Copy Machines:** The Library has four public computers for adults, one for children, each with Internet access. We also have two catalog-only terminals, two networked printers, Wi-Fi and a copy machine for black and white and color copies. Black and white printed pages and photocopies are 15 cents a page; color prints are \$1.00 and color copies are 50 cents a page.

**Meeting Rooms:** Our two meeting rooms are available to local, non-profit groups for educational, informational, or cultural meetings or programs on Monday, Friday, and Saturday, 10 a.m. to 4:45 p.m. and Tuesday, Wednesday and Thursday, 10 a.m. to 8:45 p.m. The Ella Eaton Room has the capacity for 35 people. Projection screen, chairs, tables, and kitchen are available if requested. The smaller Trustees Room can hold 25 people. It has a conference table and chairs for eight, and additional table and chairs may be requested. To reserve, call 508-485-5031.

**Shut-In Delivery:** Book delivery is available for residents in need. More information at 508-485-5031.

**Hours:** Monday, Friday, Saturday, 10 a.m. - 5 p.m.; Tuesday, Wednesday, Thursday, 10 a.m. - 9 p.m.  
Closed Saturdays in July and August.

*Southborough Library (continued)*

**LIBRARY STATISTICS**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>
Total material holdings	64,528	66,140	70,370	75,485
Inter-library loans processed through Southborough (sending and receiving)	23,591	27,790	28,154	29,575
Total attendance at adult/young adult programs	468	778	771	987
Total attendance at children's programs	4,627	4,795	5,391	5,497
Visits to the Library (estimates based on week-long counts four times/year)	77,324	78,013	81,643	83,722
Fines & fees collected and turned back to the town	\$6,312.75	\$7,186.44	\$5,889.40	\$5,242.00

## ***Southborough Youth and Family Services***

**S**outhborough Youth and Family Services is a human service resource for the community which focuses on the prevention and treatment of youth and family problems. We offer preventive programs, counseling, information, and education. We also provide various types of assistance to the financially needy families in town.

**COUNSELING:** The counseling component of Youth and Family Services is available to any resident of Southborough, free of charge, though we do prioritize clients with financial need or other special circumstances. We are staffed by mental health professionals offering individual, couples, family and group counseling and have also been fortunate to have the assistance of mental health interns over the last few years. Our office also provides clinical coordination of the town's school and community based Trauma Support Network. In 2011, 156 people received counseling, crisis intervention, or traumatic incident support services from us.

**PREVENTION PROGRAMS:** The goal of the prevention programs is to help participants increase their sense of self-esteem, develop social, communication and decision-making skills, increase their sense of responsibility for their own lives as well as to their community, learn relevant information and skills, and learn constructive use of leisure time. This in turn enables people to be more effective in their lives and helps to prevent serious emotional, behavioral and other life problems from developing. This year's programs included:

1. **In-School Groups:** This year, ten age-appropriate social skills groups were held in the elementary and middle schools, led or co-led by our staff members or interns. 105 students participated.
2. **Community Action Programs:** We continue to offer these programs in conjunction with Algonquin Regional High School. Algonquin students earn credits for being trained and then working with younger children in a variety of after school and evening programs. Southborough Youth and Family Services again took primary responsibility for Project Friend, which matches high school students with younger students in a "Big Brother/Big Sister" type program; and for programs placing Algonquin Students to help at the Southborough Extended Day Program. Approximately 150 Algonquin students participate in all the Community Action Programs each school year. This year, 17 "little friends", as well as numerous Extended Day students, were involved with these programs.
3. **Summer Activities Program:** This program serves children in grades 5 through 8, and offers participants the chance to participate in fun and wholesome activities, at the same time as learning important lessons about decision-making, responsibility, and interpersonal relationships. Twenty students participated this summer.
4. **Teen Chaperones Program:** We continued the Teen Chaperones Program at Algonquin High School again this year. Participants were students interested in providing community service, specifically by staffing the Teen Centers that we run. The Chaperones were trained to work with younger teens at the Teen Center, learning about communication skills and limit setting, and then going on to help plan for, organize and staff the Teen Centers. Approximately 96 students participated this year.
5. **Teen Centers:** Youth and Family Services continued to run the Teen Center this year, Friday night activities for middle school students in Southborough, held several times in the course of the school year. Most years we sponsor 5 or 6 Teen Centers. This year, unfortunately, one Teen Center was "snowed out" and we were unable to reschedule it. The total number of attendees at all five Teen Centers this year was 433.

**EDUCATION:** This year, as the coordinating agency for Southborough Project Respect, we provided information and education to parents around the issue of bullying. We published several informational and educational newsletters which went out to all parents in the Southborough school district. Because of financial constraints, we were unable to bring in any educational presentations this year.

**HALLOWEEN PARTY:** In 2011, we again hosted our annual Halloween Party, attended by approximately 300 children and adults. Thirty-seven middle school and high school students volunteered and helped to set up and run the party. Thank you to these kids and to all the other volunteers who helped!

### ***Southborough Youth and Family Services (continued)***

**CAMPERSHIPS:** This year, Youth and Family Services again coordinated and distributed camperships to children who would not otherwise have been able to attend summer camp. Through Friends of the Southborough Youth Commission, we were able to provide camperships to several camps, from donations of funds from individuals, as well as donations of camperships from the Fay School Summer Camp, Metrowest YMCA, Teamworks, Kidsborough, the Southborough Extended Day Program and Exploration Summer Program. Thank you to these camps and to all the private citizens who donated. This year, 34 camperships were distributed to Southborough children.

**HOLIDAY GIVING PROGRAM:** For the seventeenth year, Youth and Family Services, in cooperation with the schools, acted as a clearinghouse for holiday donations, identifying and distributing to Southborough families in need. This year the need continued to grow. However, many groups, companies and individuals continued to come forward with generous donations. Thank you so much to all of you! Twenty-three members of six families received Thanksgiving assistance and 131 members of forty families had a brighter Christmas or Chanukah because of your generosity.

**SMILING KIDS PROGRAM:** This year, our office again cooperated with another community service program, "Smiling Kids," which was run by a local foundation and was funded entirely through their hard work and generosity. This program helps parents in difficult financial situations to provide birthday gifts to their children. This year, 59 Southborough children benefited.

**EMERGENCY ASSISTANCE:** We have for many years, with financial support from Friends of the Southborough Youth Commission, provided occasional emergency financial assistance to local families. This year has seen a continued high number of requests for such help. We have met with many families to help them assess their situation and look at possible sources of help, have helped them access such help from local, state or federal sources, have done the screening for fuel-assistance eligibility and have provided short-term, emergency financial assistance (in addition to holiday or campership help). Forty people benefitted directly from this help.

**SOUTHBOROUGH UNSCHEDULED:** Once again this year, we sponsored "Southborough Unscheduled," which encourages families to set aside one night to do things together as a family. There are no meetings, rehearsals or athletic practices after 6PM, and no homework. We know that there is widespread participation among families with children; however, because it is a "non-event" (i.e. participation is private, not public) there is no way to cite numbers.

**CONSULTATION, INFORMATION AND REFERRAL:** Our staff continued to work closely with schools, police, courts, clergy and other community agencies this year. We continue also to be available to provide information and referrals to other health, mental health and service providers.

The staff wants to thank the Board for its hard work and support; the Friends of the Southborough Youth Commission; and all the people who have generously supported our programs with your time, energy, financial assistance or moral support!

The Youth Commission Board meets at Fayville Hall, 42 Central Street, usually on the first Tuesday of each month, at 7:15 PM. All meetings are posted at the Southborough Town House. For information on our programs, or to volunteer to be involved, please call us at (508) 481-5676.

## *Veterans' Services*

In 2011 Veterans' Services continued to address veterans' issues and benefits with over sixty additional clients Southborough veterans and families of veterans. These issues deal with the wide range of benefits available to eligible veterans living in Southborough and include financial and heating assistance to veterans through the combined town and state programs. Several new clients have been approved for eligibility for Veteran Administration health benefits which include prescriptive medications, eye glasses, hearing aids, surgery, clinical visits and other services. The Veterans' Services office, in conjunction with the Commonwealth of Massachusetts Department of Veterans' Affairs and the federal government Veterans' Administration, advises veterans of the full range of benefits available to them and then, with the assistance of the applicant, determines the eligibility level of the applicant.

Determining eligibility consists of many various aspects. The basic eligibility requirements for most veterans are based upon the applicant providing a copy of his/her discharge from military service under honorable conditions. Dishonorable and bad conduct discharges will usually bar a person from receiving benefits. Residents of Southborough may determine the eligibility status of a veteran by contacting the Veterans' Services Officer at Cordaville Hall (508-229-2172). In order to make an eligibility determination, discharge papers must be presented and application forms must be completed and submitted to either the Commonwealth or the Veterans' Administration.

Examples of benefits available to veterans include:

- Hospital, medical, dental and prescription drug assistance, eye glasses and hearing aids
- Nursing home care
- Educational benefits (including the GI Bill)
- Outreach and counseling
- Assistance for veterans returning from overseas duty or any form of active duty
- Researching records for information on veterans who are family members
- Employment and training
- Information on veterans' medical clinics, hospitals and soldiers' homes
- Some benefits for family members and dependents
- Assistance determining if a veteran is eligible for disability benefits
- Location of medical clinics and other medical facilities
- Assistance in completing forms for burial markers for deceased veterans

Many available benefits are dependent on annual income or other financial status. All inquiries may be directed to the Veterans' Services Officer.

The Veterans' Services Officer is located in the basement of Cordaville Hall and can be reached at 508-229-2172. Office hours are Tuesday afternoon from 4 PM to 6 PM. In emergency call 508-485-4059. Appointments for a meeting can be made at any time.

# PLANNING



**Does this stone house built by Joseph Burnett in 1850 still stand? If so, where is it?**

[Now called the "Garfield House" for its most recent occupants, the house is on Main Street between Parkerville and Deerfoot Roads.]



## *Community Preservation Committee*

The April 2011 Annual Town Meeting voted to accept our recommendations to appropriate from Community Preservation Act (CPA) funds: \$36,276.22 for the Southborough Affordable Housing Trust, \$189,374.28 as payment towards the bond for the Chestnut Hill Farm Conservation Restriction, \$4,000 to create a Beach Volleyball court at Neary School and \$133,000 for a Playground at South Union School (the Recreation Department). A proposal to appropriate \$21,000 to secure a National Register Historic District nomination was withdrawn by the proponent for further study as to the boundaries.

This year saw the volleyball court and the South Union School playground both finished and in use. The first part of the Oral History Project – “Southborough Memories” - by Donna McDaniel has also been completed and is now for sale.

With the recession still continuing, this was a light year for projects. Only two were presented to the CPC: 1) the Planning Board and the Open Space Preservation Committee requested \$61,000 to research subdivision records and deeds to see if required Open Space has been adequately protected by the language of those records and deeds; and 2) Donna McDaniel requested \$40,000 to update Fences of Stone (the Town History) on the developments in Town since 1970. The CPC voted to recommend both projects to the April 2012 Annual Town Meeting. In addition the CPC voted to recommend approximately \$196,006.11 towards payment of the bond for the Chestnut Hill Farm Conservation Restriction.

Despite being elected to the Planning Board, our hard working chairman, Andrew Mills, wished to continue on the CPC. Paul Cimino resigned as the Planning Board representative on the CPC and Mr. Mills took his place. Since Mr. Mills had been an at large member, we would welcome an interested citizen who would like to apply to fill his vacancy. The Committee meets about a dozen Thursday evenings scattered through the year.

## Planning Board

The Planning Board reviewed and analyzed many different projects during fifteen meetings in 2011. The Zoning Advisory Committee continued work on the Comprehensive Zoning Bylaw Update Project, a major implementation step in Southborough's 2008 Master Plan.

In 2011, two members left the Planning Board. Charles Gaffney chose not to run for re-election after having served as a member of the Board since 1985. Mr. Gaffney spent many of his years skillfully leading the Planning Board as its chairman and was also a strong advocate for the Community at the regional level as the Planning Board's representative to the MetroWest Regional Collaborative since its founding as the MetroWest Growth Management Council. Mary Hynes left the Board in May after serving since 2005 due to relocation. In addition to her time on the Planning Board, Ms. Hynes dedicated many hours and strong leadership as the Chair of the Master Plan Steering Committee. The Board thanks both members for their many years of dedicated service to the community. Kathleen Bartolini and Andrew Mills were welcomed as the newest members of the Planning Board.

The Board reviewed and endorsed three "Approval Not Required" plans creating three additional residential building lots. One stone wall hearing for a single family house on Burnett Road was held to insure compliance with the Town's scenic road requirements. The following list summarizes the various subdivisions, site plans and other items that came before the Planning Board during 2011. Additional information about these projects can be obtained in the Planning Department located on the second floor of the Town House.

### *Subdivisions*

- Parmenter Meadows Subdivision, Metcalf Lane – With the assistance of John Woodsmall, Town Engineer and Fuss & O'Neill, the Board's engineering consultant; the Board oversaw continued construction of the subdivision.
- Reservoir View Estates Subdivision, William Colleary Lane – With the assistance of John Woodsmall, Town Engineer and Fuss & O'Neill, the Board's engineering consultant; the Board oversaw continued construction of the subdivision.
- NBR Subdivision, 119 Northboro Road – After granting approval for a Preliminary Subdivision on March 31, 2011, the Planning Board reviewed an application for a Definitive Subdivision at meetings on June 6<sup>th</sup>, June 27<sup>th</sup> and July 11<sup>th</sup>. The Board granted approval for a two lot subdivision which included one existing house.
- Heritage Crossing, East Main Street – After a meeting on July 11<sup>th</sup>, the Planning Board approved an application for a five lot Preliminary Subdivision.

### *Site Plan Review and Special Permits*

- 40 Mount Vickery Road – On January 10<sup>th</sup>, the Board continued its review of a Minor Site Plan application that had been referred to the Board by the Site Plan Review Committee in 2010. After a second review meeting on January 24<sup>th</sup>, the Board granted approval for the construction of the bus storage yard.
- 154 & 156 Northboro Road, Mountain View Park – At public hearings on January 24<sup>th</sup>, March 7<sup>th</sup>, April 25<sup>th</sup>, May 16<sup>th</sup>, June 6<sup>th</sup>, and July 11<sup>th</sup>, the Board continued its review of applications for Site Plan Review and Lower Impact Development Special Permit that had begun in 2010. After completing its review, the Board granted approval for the construction of two 11,700 SF buildings for use as contractors' offices and storage.
- 28-32 Newton Street, Southborough Medical – At public hearings on March 7<sup>th</sup>, April 25<sup>th</sup> and May 16<sup>th</sup>, the Board reviewed an application for a Site Plan Modification to address as-built conditions at the site which substantially deviated from approved plans. After granting approval for site modifications on May 16<sup>th</sup>, additional site work was completed on December 1<sup>st</sup> and the Planning Board granted final approval of the finished site on December 19, 2011.

### *Planning Board (continued)*

- 25 Marlborough Road, Clark Field, St. Mark's School – After a public hearing held on May 16<sup>th</sup>, the Planning Board voted to grant approval for a Minor Site Plan and Lower Impact Development Special permit to St. Mark's School to allow the reconstruction of the existing Clark Field into a synthetic turf field.
- 3 Willow Street, Riverside Tree and Landscape – At public hearings held on May 16<sup>th</sup>, June 27<sup>th</sup>, July 11<sup>th</sup>, September 12<sup>th</sup>, October 3<sup>rd</sup>, November 7<sup>th</sup>, and November 21<sup>st</sup>, the Planning Board reviewed applications for Site Plan Review and Lower Impact Development Special Permit. After reviewing the applications, the Board voted to accept a request by the applicant to withdraw the application without prejudice so new plans could be submitted at a later date.
- Brewer Estates, Boston Road – At public hearings on November 21<sup>st</sup> and December 19<sup>th</sup> the Planning Board reviewed applications for Site Plan, Lower Impact Development Special Permit, and Flexible Development Special Permit for a seven unit development including three single family units and four duplex units. The public hearings were continued to January 23, 2012.

### *Other Projects and Discussions*

- Zoning Bylaw, Section 174-8.9 Wetland and Floodplain District – On March 21<sup>st</sup> and April 4<sup>th</sup>, the Planning Board held public hearings to review a proposed amendment to the Zoning Bylaw which included adoption of new Flood Maps issued by FEMA.
- 495 Development Compact – On April 25<sup>th</sup>, Bruce Leish of the MetroWest Regional Collaborative met with the Planning Board to review the 495/MetroWest Development Compact. The study is an initiative of the Patrick-Murray Administration through the Executive Office of Housing and Economic Development to create a shared framework for state, regional, and local strategies for priority development and land preservation as well as transportation and other infrastructure investments in the 37 municipalities within the study area.
- Green Communities – On September 12<sup>th</sup>, Kelly Brown from the Massachusetts Department of Energy Resources and Carl Guyer from Southborough's Green Technology and Recycling Committee discussed State's Green Community initiative.
- CSX/Transflo, Westborough – On October 3<sup>rd</sup>, the Planning Board discussed the proposed chemical transfer station proposed off Walkup Drive in Westborough that had been recently approved by the Town of Westborough.

### *Comprehensive Zoning Bylaw Update Project*

In concert with the completion of the Master Plan, the Planning Board sponsored an article at the 2008 Annual Town Meeting requesting funds for a consultant team to work with the town to update the town's Zoning Bylaw in order to ensure that the town's bylaws support the goals and objectives of the Master Plan. The zoning bylaw has undergone several major changes without a comprehensive review to ensure internal consistency and compatibility with state laws. This is a critical aspect of the future planning for the town.

The Zoning Advisory Committee (ZAC) met fourteen times in 2011 and completed review of both a second reading draft and third reading draft of the proposed bylaw. Based on comments received during the meeting, a public hearing draft is now being prepared by Community Opportunities Group, the consultant for the project. The public hearing draft will be sent on to the Planning Board for public hearings and then to an annual or special town meeting.

## **Zoning Board of Appeals**

The Zoning Board of Appeals (the "Board") is a five member board (plus two alternate members) established through State law (MGL Chapter 40A) to hear three types of petitions related to the Town's zoning regulations. These are Appeals of Decisions of the Building Inspector/Zoning Officer, Variances from the zoning regulations' requirements and Special Permits when required by the zoning regulations. In addition, the Board hears Comprehensive Permit petitions for affordable housing projects under MGL Chapter 40B. The Board's activities are administered by staff located on the second floor of the Town House. The Board meets monthly and the scheduled hearing dates and deadlines for applications are available at the Board's administrative office. Official hearing times and dates for specific cases can be found posted at Town House and unofficial hearing notices are provided as possible at the "Meeting Calendar" link on the Town's website at [www.southboroughma.com](http://www.southboroughma.com).

The Board members are appointed by the Board of Selectmen, with the five regular members appointed for five year staggered terms and with each of the two alternate members appointed for one-year terms. The names of the current members can be found at the front of this report under "Appointments by the Board of Selectmen" as well as on the Town's website.

On June 22, 2011, Matthew Hurley was elected as Chairman of the Board for a term to expire on June 30, 2012. The Board wishes to thank Sam R. Stivers for his years of dedication to the Board as a sitting member and Chairman. Thomas Bhisikul was appointed as a sitting member in June, along with Tara Bayko and David Eagle as alternate members. The Board wishes to also thank George Piandes and Chris Robbins for serving on the Board as alternate members.

The following cases were heard by the Board during 2011:

- (1) 1/26/11     **2 Old Harry Road – Brian and Jennifer Gallagher – Special Permit** - The petitioner proposes to construct a detached two (2) bay garage in addition to the existing three (3) bay attached garage. Approved on 1/26/11.
- (2) 1/26/11     **257 Turnpike Road - Deerfoot, LLC – Special Permit** - The petitioner proposes to replace the 40 foot flagpole-style monopole and the six (6) antennas mounted inside the flagpole on the building's roof. Approved with conditions 1/26/11.
- (3) 3/2/11     **150 Framingham Road – David McIntire – Appeal of Building Inspector Decision** -The petitioner is seeking an appeal of the Building Inspector's decision under MGL, Chapter 40A, Section 8 for zoning compliance. The petitioner is appealing the Building Inspector's letter dated January 18, 2011. The decision of the Building Inspector was upheld on 4/27/11.
- (4) 3/30/11     **365 Turnpike Road – Cumberland Farms, Inc. – Special Permit** - The petitioner is seeking to exceed the number of wall signs permitted per business fronting Route 9. The petitioner proposes to erect one wall sign, two signs on the blade wall and two signs on the gas canopy for a total of five signs. Application withdrawn without prejudice on 4/27/11.
- (5) 3/30/11     **365 Turnpike Road – Cumberland Farms, Inc. – Special Permit** - The petitioner is seeking to exceed the maximum area of signs allowed. The petitioner proposes to erect signs exceeding seventy-five (75) square feet. Application withdrawn without prejudice on 4/27/11.
- (6) 3/30/11     **365 Turnpike Road - Cumberland Farms, Inc. – Variance** - The petitioner is seeking relief from the seventy-five (75) foot front-yard setback. The Petitioner proposes to construct a canopy over the gas island pumps. Application withdrawn without prejudice on 4/27/11.
- (7) 3/30/11     **365 Turnpike Road – Cumberland Farms, Inc. – Variance** - The petitioner is seeking relief from the fifty (50) foot rear-yard setback. The Petitioner proposes to construct a convenience store. Application withdrawn without prejudice on 4/27/11.

***Zoning Board of Appeals (continued)***

- (8) 4/27/11     **72 Flagg Road – John Bartolini, Jr. – Special Permit** - The petitioner is seeking to convert a single family dwelling to a two-family dwelling in an Industrial zoned district. Approved with conditions on 4/27/11.
- (9) 6/22/11     **10 Parker Street – Laiju Zhang – Variance** - The petitioner is seeking to add a porch inside his front-yard setback in a Residential B zone. Application withdrawn without prejudice on 7/27/11.
- (10) 6/22/11    **11A Cherry Street – Richard Gordon – Section 6 Finding** - The petitioner is seeking to demolish a pre-existing, non-conforming structure and rebuild on a non-conforming lot in a Residential B zone. Approved with conditions on 9/28/11.
- (11) 6/22/11    **11A Cherry Street – Richard Gordon – Special Permit** - The petitioner is seeking to create an Accessory Apartment in the existing garage that would exceed 25 percent of the square footage of the primary dwelling in a Residential B zone. Application withdrawn without prejudice on 7/27/11.
- (12) 6/22/11    **11A Cherry Street – Richard Gordon – Variance** - The petitioner is seeking a to convert an existing garage into an Accessory Apartment on the same lot as the primary dwelling in a Residential B zone. Application withdrawn without prejudice on 7/27/11.
- (13) 7/27/11    **0 Oregon Road – Absolut Realty Trust – Variance** - The petitioner is seeking a variance to construct a condominium project. The applicant proposes to develop a fifteen (15) unit, over fifty-five (55) housing development on the plans previously approved under a 40B Comprehensive Permit. Approved with conditions on 8/24/11.
- (14) 8/24/11    **101 Breakneck Hill Road – Massachusetts Department of Transportation – Special Permit** - The petitioner proposes to install additional antennas on the existing telecommunication tower. Approved with conditions on 8/24/11.
- (15) 9/28/11    **365 Turnpike Road – Cumberland Farms, Inc. – Special Permit** - The petitioner is seeking to exceed the number of wall signs permitted per business fronting Route 9. Continued to 1/25/12.
- (16) 9/28/11    **365 Turnpike Road – Cumberland Farms, Inc. – Variance** - The petitioner is seeking relief from the seventy-five (75) foot front-yard setback. The Petitioner proposes to install a canopy over the gas islands. Continued to 1/25/12.
- (17) 9/28/11    **365 Turnpike Road – Cumberland Farms, Inc. – Variance** - The petitioner is seeking relief from the fifty (50) foot rear-yard setback. The Petitioner proposes to construct a new convenience store. Continued to 1/25/12.
- (18) 11/30/11   **10 Turnpike Road – Sprint Spectrum, L.P. – Special Permit** - The petitioner is seeking to install additional antennas and cabinets to an existing telecommunication tower. Approved on 11/30/11.

The Zoning Board of Appeals met on the following dates to discuss administrative issues:

April 14<sup>th</sup>, April 25<sup>th</sup>, June 13<sup>th</sup>, June 14<sup>th</sup> and July 19<sup>th</sup>.

**Summary of 2011 Board Decisions (Approved; Denied; Withdrawn; Pending):**

Variances (7): 1 Approved; 4 Withdrawn; 2 Pending

Special Permits (9): 5 Approved; 1 Pending; 3 Withdrawn

Administrative Decisions (Findings/Appeals) (2): 1 Approved; 1 Withdrawn

Comprehensive Permits (0): 0 Approved

# PROTECTION OF PERSONS & PROPERTY



In the 1900s this building was a central focus for Southborough's social life for about 60 years. What was it used for, what was it called, and where was it? Is it still there?

[It was the Southborough Arms, a home expanded by Robert Burnett in 1907 to be an inn for private school parents and others to stay. Its large dining room was popular with Southborough residents and a favorite place for receptions and other social occasions. The inn at the corner of Main Street and School Street burned in 1966. The Southborough Professional Building now stands at that location.]

## Animal Control Officer and Animal Inspector

	<b>TOTAL # CALLS RECEIVED</b>	<b>TOTAL # DOGS IMPOUNDED</b>	<b>TOTAL # HUMAN BITE CALLS</b>	<b>TOTAL # DOGS NOT CLAIMED</b>
JANUARY	88	2		
FEBRUARY	81	3		
MARCH	147	5	2	
APRIL	153	1	1	
MAY	139			
JUNE	134	1		
JULY	204	2	2	
AUGUST	118	1	2 (1 Cat Bite)	
SEPTEMBER	179	1	1 (Cat Bite)	
OCTOBER	162	2	1	
NOVEMBER	131	3	2 (1-Cat Bite)	
DECEMBER	138	5	1	
<b>TOTAL 2011</b>	<b>1674</b>	<b>26</b>	<b>12</b>	<b>0</b>
<i>Comparison</i>				
<i>Total 2010</i>	<i>1547</i>	<i>14</i>	<i>11</i>	<i>2</i>

*All dogs not claimed are adopted or placed with Buddy Dog Humane.*

TOTAL # BARN INSPECTIONS COMPLETED FOR STATE ANIMAL CENSUS	11
TOTAL # DEAD ANIMALS DISPOSED OF BY ANIMAL CONTROL OFFICE	249 (21-Deer)
TOTAL # QUARANTINE ORDERS ISSUED BY ANIMAL CONTROL OFFICE	33
Human Bite Quarantine	12
Domestic Animal Quarantine	21
TOTAL # DOGS LICENSED WITH THE TOWN CLERK'S OFFICE AS OF 12/31/11	1,216
TOTAL # CITATIONS ISSUED BY ANIMAL/DOG CONTROL OFFICE	176

## **Board of Health**

### **ENVIRONMENTAL PUBLIC HEALTH**

People often ask--- "What does the Board of Health do?" Some people will tell you--- "We don't need a lot of government regulation. People will do the right thing --- Just get the government off their backs, don't stifle the small businessman, etc., etc." In this report we describe the expansive areas in which the Board of Health protects the health and well being of Southborough and its residents.

Most people don't even consider their septic system or most public health issues unless they are selling their homes, their septic systems are failing or an outbreak of disease occurs. It is the responsibility of the Board of Health to prevent these problems.

#### **What does the Southborough Board of Health Do?**

##### **A. Title 5 Inspections, Compliance and Education**

Southborough does not have any community-wide sewer system, and it is highly unlikely that it ever will. It relies, therefore on every homeowner, every business, every school and every producer of sewerage to adequately dispose of their waste in a sanitary manner. To neglect to do so can cause long term public health and environmental damage.

The Board continues to remind everyone that **garbage disposal grinders are banned throughout the Town of Southborough**. Installing a garbage grinder after a new home is built or during remodeling even by the homeowner is prohibited. If anyone is thinking of installing a garbage disposal grinder and has been told by disposal grinder manufacturers, retailers or installers, that they are safe to use with on-site septic systems, they should call the Board of Health Office. Septic Systems in Southborough are not designed to handle or assimilate the added waste from garbage disposal grinders. The Board would also like to remind all residents to **get their septic system checked periodically and to pump their septic tank every two to five years**. If people do not know where their subsurface sewage disposal system is located they can come to the Board of Health Office to get copies of plans and "as-built" drawings.

##### **B. Inspections and Licensing**

Much of the Board of Health day to day activities involve educating residents about food, health, disease prevention, safe housing, environmental impacts and many other public health topics. The Board ensures that the food we purchase in town is properly processed, stored, prepared and served.

##### **B.1 Food Establishment Inspections**

The Board of Health ensures our food safety through a licensing and inspection process that provides examination and education to keep us all safe.

##### **B.2 Housing Complaints and Resolutions**

Complaints from tenants can fall on the deaf ears of a landlord who either doesn't understand the responsibility he took on when he chose to lease property or doesn't choose to maintain the property. The Board of Health Inspector can instruct and if necessary ensure, by statute, a safe and healthy residence for families who live in leased/rental homes/units.

##### **B.3 Camps and Semi-Public Pool Licensing and Inspections**

It is also the responsibility of the Board of Health to make sure that summer and sports camps are meeting all the health and safety requirement set by the State so that we send our children to learn or play without fear. Semi-public and public pools are shared with so many different people that the State has developed regulations, as they have for camps, to protect users from illness or injury. The Board of Health is the agency designated by the State to license and inspect, instruct and ensure compliance in an effort to protect the public.



## ***Board of Health (continued)***

### **C. Public Health Nursing and other Medical Concerns**

Most recently the Public Health Nurse reported a severe communicable disease and responded rapidly to all possible contacts, primary care providers and the State lab. This coordinated effort on an urgent basis by our Public Health Nurse is responsible for the containment of a severe disease, which did not spread to any one else. All cases of active tuberculosis or positive results for tuberculosis are required to be managed in very a specific format and may necessitate direct observation of medication procedures on a daily basis. This procedure is followed to protect the community for contagions.

#### **C.1 Flu Clinics were held in the fall.**

- 125 Town employees were vaccinated
- Total vaccines administered was 420

Our Flu Clinic was well received by residents and helped to ensure the vaccination, in the event of an out break, of important Town personnel. The Flu Clinics also meets Department of Public Health requirements for Emergency Preparedness drills. In the event of a Public Health Emergency we may open an Emergency Dispensing Site as part of Region 4A Emergency Preparation. Each year we apply for grant funding to ensure an adequate response for any unforeseen event.

**C.2 Hurricane Irene** brought power outages and a temporary shelter was set up for residents in need of oxygen and support. Emergency preparedness plans are ongoing for all residents with special emphasis on senior and vulnerable populations.

#### **C.3 Tobacco control**

We removed tobacco products from pharmacies to protect our children. Most everyone who ends up addicted to nicotine started their habit as a child under the age of 18. Children and their families go to pharmacies for antibiotics and medicines to relieve pain and disability and promote good health. Tobacco products are far and away the leading cause of cancer deaths and disability in our society. (In the USA more than a thousand people a day die from cigarettes and tobacco products.) Southborough was one of the earliest towns to remove tobacco products from pharmacies which are licensed as a health care provider under Chapter 112. Now many more towns are signing up or considering changing their regulations and the Massachusetts Public Health Council is considering this program statewide. Let's not expose our children to second hand smoke or any tobacco products.

We need to address all risk factors leading to premature death and disability. According to data from the Center for Disease Control (CDC) about half of all deaths in America could be attributed to behavioral risk factors. Leading actual causes of deaths were tobacco (18% of all deaths), poor diet and physical inactivity (17%), and alcohol consumption (4%). Other actual causes of death were microbial agents, toxic agents, motor vehicle crashes, firearm incidents, sexual behaviors and illicit drug use; together, these accounted for 10% of all deaths. With community involvement behavioral risk factors can be diminished. Your Board of Health is working with you to reduce your chances of death and disability.

## **ACTIVITIES AND SERVICES PERFORMED IN THE LAST YEAR**

### **SUBSURFACE SEWAGE DISPOSAL SYSTEMS (SDS)**

- Pre-permit meetings with Engineers/Developers for Private SDS .....	4
- Total Subsurface Sewage Disposal System Permits Issued .....	71
- Private Sewer Collection Systems for Waste Water Discharge Permits .....	1
- Commercial or Non-Residential Septic Systems .....	4
- New Construction.....	9
- Complete Replacements.....	28
- Revisions.....	3
- Updates .....	5
- Local Upgrade Waiver (Variances).....	6
- Component Repair .....	15

## ***Board of Health (continued)***

### WELLS

- Private Drinking Water Wells .....	1
- Irrigation Wells .....	2

### SOIL TESTING

- Residential Complete Replacements .....	17
- Residential Systems New .....	8
- Commercial or Non-Residential .....	3
- Re-Tests .....	3

### LICENSES Total 115

- Body Art .....	2
- Day Camp .....	4
- Funeral Director .....	1
- Septic Installers .....	27
- Lrg. System Installers .....	3
- Pumper/Haulers .....	15
- Semi Public Pools .....	4
- Tobacco (license to sell) 2 year license .....	5
- Food Licenses Total .....	54
- Retail .....	6
- Limited Retail .....	3
- Mobil .....	2
- Residential Kitchen .....	8
- Temporary Food Establishment .....	2
- Restaurant/Cafeteria .....	33

### BETTERMENT LOANS ..... 3

### BOARD OF HEALTH MEETINGS ..... 12

### TITLE 5 INSPECTION REPORTS RECEIVED Total 106

- Passing Systems .....	85
- Conditional Passed Systems (in need of a component repair) .....	13
- Failed Systems .....	8

Title 5 Inspections are required at a transfer/sale of a property. The latest information available on the Statewide Failure Rate is approximately 19% whereas in Southborough, the Failure Rate remains at 7.5% due to cautious but diligent regulation enforcement and the Ban on Garbage Grinder.

### **BOARD OF HEALTH BUDGET AND REVENUES**

	<u>2010</u>	<u>2011</u>
Total Fees Collected from Licenses & Permits, etc.....	\$53,653	\$63,918
Excess Revolving Fund Revenue Returned to the Town General Fund .....		6,000
Estimated Receipts for Last Six Weeks of 2011 .....		6,087
Estimated Betterment Loan Interest Revenue .....	27,718	12,492
 Total Amt. Collected by Bd. of Health & Returned to Town General Fund ....	\$79,371	\$88,497
Total FY2010 and 2011 Budget .....	\$134,415	\$137,579
% Amount Returned to Town .....	59%	64%
% Amount of Board of Health Budget Paid with Taxes .....	41%	36%

*Board of Health (continued)*

**SOUTHBOROUGH BOARD OF HEALTH CALENDAR-YEAR RECEIPTS AND EXPENSES**

<u>Year</u>	<u>Approximate Expenditures</u>	<u>Approximate Receipts</u>	<u>B.O.H. Expenses Derived from Property Taxes</u>	<u>Population</u>	<u>Approximate Board of Health Per capita expenditure</u>
2011	\$137,579	\$88,505	\$49,074	10,093	\$4.89
2010	\$134,415	\$79,371	\$55,044	10,353	\$5.32
2009	\$132,500	\$73,170	\$59,330	9,995	\$5.94
2008	\$128,963	\$70,000	\$58,963	9,700	\$6.08
2007	\$127,888	\$55,502	\$72,386	9,484	\$7.63

**FIVE YEAR AVERAGE**

<u>Five Year Budgeted Average</u>	<u>Five Year Average Total Receipts</u>	<u>Five Year Average BOH Expenses derived from Property Taxes</u>	<u>Five Year Population Average</u>	<u>Average Five Year Per Capita Expenditures</u>
\$132,269	\$73,310	\$58,959	9,925	\$5.97

## *Fire Department*

The Southborough Fire Department provides a wide variety of 9-1-1 and emergency response services, inspections and code enforcement, as well as public fire and life safety education under the auspices of Massachusetts General Laws Chapter 48, Sections 111c, and 148. Such services are provided 24/7/365. The department although named Fire Department provides a broad range of services including, but not limited to:

- Fires
- Explosions
- Over pressurization
- Medical emergencies and motor vehicle accidents
- Hazardous materials incidents (spills, leaks and releases)
- Rescues (vehicle entrapment, confined space incidents, structural collapse, stranded elevators, water/ice rescues)
- Hazardous conditions (electrical wires down, electrical arcing within a building, carbon monoxide build up in homes and structures)
- Service calls (water leaks, emergency lock-outs)
- Alarm calls (fire, carbon monoxide and medical assist alarms)
- Severe weather emergencies (trees down, flooding, power outages)

In 2011, Chief John D. Mauro, Jr. retired after 38 dedicated years of service to the Town of Southborough. Chief Mauro began his career as a 15 year old dispatcher, pedaling his bike to the station to dispatch during emergencies. He was promoted by Chief Edward Brock to the call fire department and then to the full time department where he served as Firefighter, Firefighter/EMT, Lieutenant, Captain and Chief of Department. Chief Mauro led the department during good fiscal times and bad fiscal times but his legacy will be that he always had the well-fare of the men and women of the Southborough Fire Department and the citizens of Southborough as his guiding principle.

During Chief Mauro's tenure, the department went from providing basic emergency medical services (EMT) to Advanced Medical Services (paramedic level) thus ensuring the citizens of Southborough the best in emergency medical response from this department. He also oversaw the purchase of Ladder Tower 21 – a state of the art aerial ladder tower – which is the pride of the department. The Southborough Fire Department wishes Chief Mauro and his family the best in his retirement years.

At the time of this report, the Board of Selectmen and the Fire Chief Search Committee are actively seeking the best individual to lead the Southborough Fire Department for years to come. Many applications were received from across the state and New England and the committee is narrowing the choice for Southborough's next Fire Chief.

The department is comprised of the following personnel:

- 1 Full Time Fire Chief
- 1 Administrative Secretary (28 hrs/wk)
- 19 Full time Firefighter/Emergency Medical Technicians/Paramedics
- 5 Call Firefighter/EMT's
- 3 Call Firefighters
- 4 Call EMT's
- 1 Call Safety Officer

In 2011, the Fire Department responded to 1374 requests for services, an increase of 6% over 2010.

### ***Fire Department (continued)***

This follows an increase of 4% in 2009. While the calls for service increase the size of the on-duty staffing has remained the same for over 10 years.

The following is a breakdown of the emergency service requests for 2011:

• Structure fires and fires in buildings:	8
• Fires in structures confined to equipment/appliances	44
• Motor vehicle fires:	5
• Outside fires:	9
• Emergency medical services not including MVA's	580
• Motor vehicle accidents (MVA's) with injury	132
• Hazardous conditions	584
• Mutual aid cover	12

A fire in October at Mauro's Café, 2 Main Street, was one of the more serious fires dealt with by the department. This down-town landmark was struck by fire shortly after closing and I credit the automatic suppression/notification system and a quick response from the fire department for limiting the damage. This fire had the potential to destroy the building and spread to adjoining buildings but the activation of the automatic fire suppression system kept the fire in check until firefighters were able to respond and extinguish the flames. The department highly recommends automatic suppression systems, including sprinklers, in all properties. We also recommend automatic alarm notifications for smoke and carbon monoxide detection systems. Automatic alarm notifications contact the fire department when your detection devices activate, even when you're not home or the business is closed.

Massachusetts General Laws require the Fire Department to conduct a variety of inspections. A total of 754 inspections, plan reviews and public education programs were conducted in 2011, a decrease of 4% from 2010, which I attribute to the economy. The following is a breakdown of inspections as well as programs presented and plans reviews:

<u>Inspections:</u>	<u>2010</u>	<u>2011</u>
Smoke Detector (home, resale) Inspection (MGL Chapter 26F)	119	140
Smoke Detector (home, new construction)	23	31
Carbon Monoxide Detector Inspection	128	153
Oil Burner Inspections	65	44
Propane Inspections	27	34
School Inspections and Fire Drills	38	37
Annual License Inspections	31	34
License Renewal Follow-up Inspections	3	2
Commercial Building Inspections	46	37
Tank Truck Inspections	21	7
Pre-Blast Inspections	2	1
Blasting Observation	0	0
Underground Tank Removal Inspection	4	6
Miscellaneous Safety Inspections	24	18
Complaints Investigated	11	8
Follow-up Re-inspections	17	17
Unvented Heater Inspections	1	0
Underground Storage Tank Inspections	4	5
Residential Sprinkler Inspection	3	0

### ***Fire Department (continued)***

<u>Inspections:</u>	<u>2010</u>	<u>2011</u>
Above Ground Storage Tank Inspection	0	1
<u>Public Safety Programs Presented:</u>		
School Fire Prevention Programs	68	46
Miscellaneous Fire & Safety Programs	28	30
Fire Station Tours for Groups	16	10
Senior Citizen Smoke Detector Battery Replacement	0	1
<u>Plans Reviewed:</u>		
Residential Smoke Detector Placement	38	53
Commercial (fire alarm, sprinkler, renovation etc)	40	27
Site Plans Reviewed	13	7
Construction Meetings and Inspections	6	5
Plan Review Meetings	12	0

The department also conducts various fire and safety programs to the community throughout the year. Such programs focus on fire safety, cardio pulmonary resuscitation (CPR), life safety, and teen driving issues.

The Emergency Medical Services (EMS) component of the emergency response system consists of trained firefighter/emergency medical technicians (EMT's) at the basic, intermediate and paramedic level, under the direction of Dr. Joseph Tennyson, Medical Control Physician located at UMass- Marlboro Hospital. Dr. Tennyson is actively involved in reviewing all patient care reports to ensure the highest quality EMS system for Southborough and leads Quarterly Morbidity and Mortality Rounds for the EMT's. FF/EMT Paramedic Scott Navaroli is the lead Paramedic in the department and oversees the program on a daily basis and conducts medical training courses for the department and citizens of Southborough.

The Fire Department received a Student Awareness Fire Safety (S.A.F.E.) Grant of \$4,665.00 from the Department of Fire Services. The grant provides funding to continue the department's fire prevention and public education programs.

Firefighter /EMT-I Neal Aspesi coordinates the Emergency Management Agency for Southborough as the Director of Operations. Neal ran the Emergency Operations Center (EOC) established after Hurricane Irene in August and also oversaw operations during the clean-up and power restoration from the October 2011 snow-storm. Neal completed all paperwork for FEMA reimbursement related to these events; a herculean task of paperwork and coordination among the departments of the town as well as MEMA and FEMA at the state and federal level.

In closing, I would like to thank the members of the Southborough Fire Department and their families for the dedicated service that they provide to the citizens of Southborough. I would also once again, recognize the contributions of Retired Chief John D. Mauro, Jr. for his years of service. I thank the Board of Selectmen, and all the department heads and Boards and Committees for their continued cooperation, assistance and support. I would be remiss in not thanking the citizens and businesses of Southborough for their continued support and contributions.

I wish to assure the citizens of Southborough that they have an excellent Fire-EMS Department. It has been my pleasure and privilege to have served as your Interim Fire Chief while the Board of Selectmen and the Fire Chief Screening Committee complete the process of hiring the next Fire Chief.

*Michael C. Dunne, Interim Fire Chief*

## ***Police Department***

**W**e dedicate this annual report to a longtime employee, close friend and law enforcement brother, Joseph E. Bennett, who passed away in April from cancer. Joe was employed as a full-time Communications Officer and Reserve Officer, having served loyally for over thirty years. We miss his quick wit and advice. Joe was a mentor to many of our current staff.

### **DEPARTMENT PERSONNEL**

For the first time in the history of the Southborough Police Department, a Lieutenant was appointed after a long and arduous testing and interview cycle. Senior Sergeant Sean James was promoted to this position and assumed his responsibilities in June.

We also were able to promote Officers James DeLuca and Heath Widdiss to rank of Sergeant. In December, Officer Sean McCarthy became our new Detective. Lieutenant James, Sergeant Deluca and Sergeant Widdiss attended a two week supervisor/management course at Roger Williams College in R.I. during the Fall months. Sergeant Slatkavitz attended a multi-week supervisors' course during the Fall months.

Three officers resigned during the year. We operated heavily understaffed and shorthanded until July when three new full-time officers were appointed. After a written test, extensive background checks and several interviews, the Board of Selectmen appointed William Woodford of Southborough, Thomas Rock of Westborough and Aaron Richardson of Dorchester. These gentlemen went through an eleven week field training program before they were cleared to work patrols.

We also hired a new Communications Officer in November, Jonathan Kersting of Marlborough to fill the vacant position. Jay was working as a part-time dispatcher since December 2010 for us and brings some good experience and knowledge and is an EMT instructor.

In July, the Board of Selectmen appointed two new Reserve Police Officers, James Gallagher of Franklin and Michael Whelan of Westford, to back fill long time vacant spots. Both are successful graduates of full-time police academies and completed our eleven week field training program with our senior officers and assigned sergeant. In November, they were promoted as interim officers to temporarily fill two open patrol officer positions.

We are still understaffed, but continue to provide top notch police protection and coverage in a pro-active manner. Please congratulate them for their success and appointments. We are proud to serve this fine community.

### **UNUSUAL SIGHTING**

In June, on a sunny, pleasant Saturday residents of School Street called the Police Department to report that a black bear was in their yard, garages and garbage cans. Eventually the visitor made his way to the Police & Fire parking lot, but ran off onto St. Mark's school property. For several days we received numerous calls of sightings throughout the Town. We never found the bear.

### **HURRICANE IRENE**

At the end of August, the Town was hit with the high winds, rain and remnants of this hurricane, causing long term power outages and thousands of downed trees and wires. Roads were blocked and public safety was an issue for 2-3 days. The EOC was opened and members of the Police staff worked as many hours as needed to assist in the safety and security issues in Town. We want to thank the townspeople for their wonderful cooperation in getting us through this serious and difficult event.

### **HALLOWEEN SNOWSTORM**

For anyone who has lived in New England for many years, we expect that the weather will change from day to day; but we were not expecting the snow to arrive so early. The last weekend of October saw

### ***Police Department (continued)***

more power outages, numerous car accidents, false burglar alarms, roads blocked and trees and wires knocked down. It was a mess for two days and power outages remained a concern for almost one week.

### **SCHOOL RESOURCE OFFICER AND COMMUNITY POLICING**

The Southborough Police Department has a long-standing tradition in community policing. We have diverse programs that have been in place for many years. Programs such as DARE, R.A.D., radKIDS, school resource officer and the Junior Police Academies are among some of the most popular.

Since 1993, the Southborough Police Department has taught children about the harmful effects of drugs, alcohol and tobacco products. The DARE program, created in 1983 in Los Angeles, has been the most taught anti-drug and anti-violence program in the country. Just recently, the program went through an extensive three year study, subsequently improvements and updates were made in order to keep it fresh and exciting. As of this year, the DARE program has graduated approximately 3,000 fifth grade students.

Along with DARE, there are many other programs that teach self-awareness and self-empowerment. The R.A.D. (for women) program and the radKIDS program teach self-confidence and self-reliance when faced with risky situations. The R.A.D. for women program has graduated many students over the last few years, teaching them how not to be a victim.

The radKIDS program is a direct off-shoot of the RAD program and is designed to keep children safe from harm. Over the years, hundreds of kids have graduated this program. If you are interested in any of these programs, please contact Officer Kevin Landry.

And finally, this department has remained dedicated to our community's children and youth. We have implemented many safety programs over the years ranging from Stranger Danger to Bicycle Safety. The dedication to our youth is also demonstrated in the annual Junior Police Academies.

These academies stress the importance of respect, teamwork, physical conditioning and integrity. These are achieved by problem solving, teamwork and self-esteem exercises. Many of our cadets have been inspired to move on to community and student leadership programs. The entire executive staff anticipates another great academy class in the Summer of 2012. Watch for academy announcements in the Spring.

### **CRIMINAL INVESTIGATIONS**

The year began with a sophisticated crew committing commercial breaks at businesses with ATM machines. Our investigators eventually were involved with detectives from five counties in an attempt to apprehend the thieves. In all, the thieves committed over 30 breaks in five counties. The suspects were eventually apprehended during a break in Waltham and were taken into custody. Several search warrants were served at the suspects' residence. During the search evidence from our crime was recovered along with several thousand dollars. In November, the suspects were indicted for the aforementioned crime in Southborough.

In March, officers responded to a residence in Southborough to serve a trespass order. While at the residence, officers made an exigent entry to check on the occupants. While inside, several marijuana plants were observed in plain view. The officers secured the residence and applied for a search warrant. After the warrant was issued, officer's seized narcotics paraphernalia and seventy-two marijuana plants. The suspect was arrested and charged with distribution and cultivation of marijuana.

Domestic violence continues to be a major concern in our community. The number of calls to respond to domestic violence situations is similar to last year. The concern is that the abuser is using different means to cause their victim's distress. In one such case investigators learned of an abusive situation and were informed that the abuser was using electronic devices to harass and intimidate his victim. Investigators obtained a search warrant for the electronic devices and seized evidence which was helpful during prosecution.



### ***Police Department (continued)***

The unit continued training in the area of cyber crime and crime scene investigation. We continue to upgrade our forensic and crime scene equipment so we may better serve the citizens of Southborough. During this year, we had the opportunity to work closely with other area departments, the Massachusetts State Police, Federal Law Enforcement Agencies and New England States Police Information Network as well as the Worcester County District Attorney's Office. We were able to recover in excess of \$32,000 in goods and monies for victims of thefts.

Town property was also targeted for vandalism and graffiti/tagging in the Fall. Suspects are unknown. If you see any such activity or suspicious persons, please call us at 508-485-2121. During the last month of 2011, five separate suspects were caught and arrested in the commissions of burglaries in homes and one business.

At the end of this annual report, we have added some crime prevention tips and suggestions. Your Southborough Police Department is available to discuss these recommendations. Also don't hesitate to use the department Tip Line 508-485-2121 ext.600 for non-emergency and non-immediate police response. You can remain anonymous.

### **TECHNOLOGY**

#### **Southborough Police Department Uses Social Media to Enhance Community Policing and Public Safety**

This year, the Southborough Police Department was proud to be one of the first police departments in the area to start using a social media outlet, as a way to enhance our community policing and information sharing with the residents of Southborough. We understood that in order for us to keep up with modern day policing, we had to adapt and utilize the most current technology available to us. The Police Department decided to use the social media giant "Facebook", in order to provide those who live and work in Southborough; or others with an interest in the Southborough Police Department; access to public safety information from the Southborough Police Department.

The Facebook page also serves as a platform in which the residents of Southborough (and others) can interact with the Police Department. Around the country, police departments have begun to see the many benefits of using Facebook as a way to share information with their residents. We have already had great success with our own Facebook page, as well. We currently have over 300 "subscribers", who benefit by receiving instant public safety information from the Police Department by way of their Facebook "news feed".

Our Facebook posts include information regarding criminal activity, missing persons, public scams, employment opportunities, promotions, weather alerts, school closures and other various information of interest to our community. We encourage our residents to "LIKE" our page, in order to benefit by receiving the most up-to-date, available public safety information when it happens! The page is currently monitored and managed by Sergeant Ryan Newell of the Southborough Police Department. We invite you to check it out!

<https://www.facebook.com/pages/Southborough-Police-Department/157549017664020>

Another area of interest for our residents and businesses owners to utilize:

- 1) REVERSE 9-1-1 upgrade.

The Worcester County Sheriffs Department owns and operates the Reverse 9-1-1. They have now added the opportunity to received public safety notifications from the Southborough Police on your cellphone and/or business number. Check their website to enroll. It's free.

***Police Department (continued)***

**CRIME PREVENTION TIPS**

If you have a burglar alarm, activate it whether you are at home or away.

Make a list of valuable items in your home, and take pictures or videos of these items. Store this list and pictures in a safe place.

Do not give out personal information over the phone to strangers unless you feel comfortable. Electronic crimes are on the rise as well as scams.

If you see something or someone that seems suspicious, call the police department as soon as possible.

Car Safety Seats: 100% of child safety seats are installed incorrectly. Please contact Officer Kevin Landry for installation assistance.

We want to thank the citizens of Southborough who showed great interest in protecting their homes and neighborhoods. We held meaningful discussions and meetings. *You are our extra eyes and ears.*

**CALENDAR YEAR 2011 STATISTICS OF INTEREST**

ANIMAL COMPLAINTS	254	IDENTIFICATION THEFT	9
ALL ARRESTS	196	KIDNAPPING	0
ASSAULTS	15	LARCENY	55
ASSIST CITIZENS/MOTORISTS	439	MISSING PERSONS REPORTED	6
ASSIST OTHER AGENCIES	241	MOTOR VEHICLE ACCIDENTS	397
BUILDING/PATROL CHECKS	4986	MOTOR VEHICLE THEFTS	2
BURGLAR ALARMS	729	MOTOR VEHICLE VIOL. ISSUED	1623
BURGLARY & ATTEMPTS	34	NOISE COMPLAINTS	36
BUSINESS/OTHER ESCORTS	32	PROTECTIVE CUSTODY	18
CIVIL COMPLAINTS	6	ROBBERY	1
DISTURBANCES	35	SEXUAL CRIMES	5
DOMESTIC MATTERS/INVEST	23	SUMMONS/WARRANTS	98
DRUG LAW OFFENSES	55	SUSPICIOUS ACTIVITY	403
FINANCIAL CRIMES	15	TRAFFIC COMPLAINTS BY CITIZENS	52
HARRASMENT COMPLAINTS	37	VANDALISM	35



***PROTECTING OUR COMMUNITY....TOGETHER***

## *Sealer of Weights & Measures*

The following types of measuring devices used in the sale and services of consumer goods were tested and sealed, indicating that the devices are within the allowed tolerances of Federal and State Division of Standards.

### *WORK COMPLETED IN 2011*

Scales:	19	Sealed
Weights:	0	Sealed
Automatic Liquid Measuring Devices:	79 Fuel Pumps	Sealed
Fees turned over to the Town Treasurer:	\$1,397.00	

## ***Southborough Emergency Management Agency (SEMA) & Local Emergency Planning Committee (LEPC)***

*"Ensuring Community Safety through Education and Preparedness"*

The Southborough Emergency Management Agency (SEMA), which includes the Local Emergency Planning Committee (LEPC), is the agency in Town tasked with identifying, preparing for, mitigating and recovering from hazards and disasters (natural, man-made or technological) with the mission of improving community safety, saving lives and ensuring the community's quick return to normal functions following disasters. Additionally, the LEPC is responsible for maintaining information on and developing emergency response plans for locally used/stored Hazardous Materials and those that travel through town via road and rail.

SEMA strongly encourages each citizen and employee of the Town of Southborough to take the time and steps to learn about the hazards and disasters that threaten our area, learn how to individually prepare you and your family and implement steps to ensure your safety (including Family & Pet Disaster Kits and Evacuation Plans). Seniors should also check with the Council on Aging for additional planning steps.

SEMA is devised of department heads/employees from each town department, town management officials, representatives from all town educational facilities, members of the local business community and volunteers, as well as representatives from the Massachusetts Emergency Management Agency. These members meet on a bi-monthly base at the Town's Emergency Operations Center (EOC) to discuss historical and emerging hazards threatening our area, develop mitigation and response plans and coordinate resources should an event occur. Each meeting also consists of training modules related to emergency preparedness.

2011 was an extremely busy year for SEMA, much of which allowed the agency to test plans and capabilities during real events and identify what worked well and those areas that need improvement. In 2012, SEMA will be addressing identified areas of improvement to enhance preparedness, response and community safety.

Events in 2011 included:

- Snow Events, January – March, 2011 became one of the snowiest winters on record, with no reprieve between storms. The resulting snow accumulations resulted in numerous near roof collapses, including Trotter Middle School and Carbon Monoxide hazards (due to blocked vents).
- Springfield Tornado, June 1 & 2. One Southborough engine with a crew of five, deployed to Springfield to assist in search & rescue. In addition SEMA was involved in filing financial reimbursement with the Federal Emergency Management Agency (FEMA).
- Springfield Tornado Relief Effort, June 27 – July 16. Lead by the Southborough CERT/MRC, Southborough citizens donated enough various personal/home items to fill a 53' trailer to assist those displaced by the June 1 tornado. The items were delivered to the Council of Churches of Greater Springfield - Family Life Services for distribution on July 16. Thanks to all those that donated items and their time, especially the Klein Family, Ted's of Fayville (donated truck & driver) and Eagle Leasing (donated the 53' trailer).
- Tropical Storm Irene, August 28 – September 2. Due to the resulting damage and power outages, SEMA fully activated and staffed the Town's Emergency Operations Center (EOC) and the Board of Selectmen implemented a Local State of Emergency and the Town's Continuity of Operations/Government Plan. Although there were many issues with National Grid and Verizon, the EOC staff worked tirelessly to address the emergency needs of the community. Overall, being the first EOC activation in decades, the EOC staff worked amazingly well in their respective areas of knowledge and as a team, as did the responders in the field. Southborough became a loud voice expressing displeasure with the utilities during State conference calls and meetings with local political representative and are heavily involved in the State's ongoing investigation into the

## **SEMA & LEPC (continued)**

utilities responses. Additionally, SEMA completed the extensive application process for disaster reimbursement aid/funds from FEMA, which was submitted on December 1, 2011.

- October Nor'easter, October 29 – November 4. Southborough sustained greater damage and longer power outages than during TS Irene. This event was additionally hazardous due to the cold temperatures that followed. Again, SEMA responded, but at a lower EOC activation level. The resulting issues of this event were almost identical to that of TS Irene, and consisted of the same type of responses and mitigation actions. As such most of the EOC staff worked in a "virtual" environment to address issues/needs as they arose, through coordination of the senior (activated) EOC staff. Again there were issues with the utilities which are still being addressed; however one improvement was the allocation of a National Grid liaison into the Southborough EOC, allowing direct face-to-face contact with National Grid to direct their local responses.
- Southborough entered into three State-Wide Mutual Aid agreements: Fire, DPW & Public Safety. These agreements will enable Southborough to offer and/or receive assistance from communities throughout Massachusetts in times of need.
- SEMA was awarded numerous grants, which were used to sustain and expand the agency's capabilities. SEMA has a very limited budget and sustains primarily on grant funding.

Emergency Management continued to assist in the planning and operations of Southborough Summer Nights, Heritage Day, New England Center for Children's (NECC) 5K Race and Gobble Wobble 5K Race. A severe thunderstorm during the NECC 5K, required a full evacuation (using a pre-established evacuation plan) of the outside grounds, into Neary School. All events went off without a hitch, with no injuries due in part to the planning, and especially volunteer work of the members of the Southborough Community Emergency Response Team (CERT) and Medical Reserve Corps (MRC). SEMA also was assigned as the State Park Command Post (only one of three for the total event) for the 2011 Boston Marathon, managing all aspects on the Park, Traffic and Incidents on the Southborough side of Hopkinton.

The CERT/MRC continues to be an invaluable group of committed volunteers augmenting the needs of emergency services in Town. These members dedicate numerous hours; meeting, training and coordinating with SEMA and the Board of Health to ensure they are prepared to assist at a moments notice. The group was especially instrumental during Tropical Storm Irene & the October Nor'easter, filling many roles. The group is coordinated by EMT Andrew Gleckel and an internal board of directors. In May of 2011, the CERT/MRC officially became a 501c.3, not-for-profit charitable organization, allowing them to better receive donations to support the team's goals.

SEMA would like to express its sincere thanks to all town citizens, employees and local businesses who dedicated their time and resources throughout the year and during EOC activations to help the Southborough Emergency Management Agency continue to achieve our mission goals. We would like to also express a very special thanks to Fire Chief/Emergency Management Director John D. Mauro, Jr., for his many years of service and dedication to emergency management; we wish him good luck and enjoyment in his retirement.

Please visit our new website (due to launch Spring 2012) for important educational and preparedness information on disasters of all types and sizes at [www.ReadySouthborough.com](http://www.ReadySouthborough.com) or call our office at 508-485-3235 ext. 437.

# TOWN CLERK



**The Civil War Soldiers' Monument – Where is it?**

(On the Town Common right below the Town House)

## ***Annual Town Meeting Monday, April 11, 2011***

**A**t the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, April 11, 2011 at 7:00 PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 413 voters were present.

Checkers:	Brenda Gaffney	Lidia A. Kiley
	Linda C. Hubley	Janet M.E. Mattioli
	Doriann Jasinski	Delia Mulvaney

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

Tellers:	Carl S. Anderson, Jr.	15 Gilmore Road
	Dana E. Cunningham	10 Parkerville Road
	Alfred C. Hamilton	35 Pine Hill Road
	Barbara A. Murphy	202 Cordaville Road
	Charles R. O'Connell	191 Main Street
	Paul O. Smith	55 School Street

The Town Moderator, David A. Coombs, called the meeting to order at 7:21 p.m.

The Colors were presented by the Girl Scouts from 3 troops:

Troop 72771 - Bridget Brady

Troop 72807 - Katherine Hansen, Margaret Anne Shoemaker

Troop 72773 - Emily Cimino, Nicole Dobberpuhl, Caroline Elfland, Riya Shankar, Catherine Stevens

Troop Leaders - Tina Dobberpuhl, Anne Elfland, Sharon Shoemaker

A moment of silence was held in memory of those persons who have served the Town in the past:

Louis Bartolini - Selectman, Finance Committee and Conservation Commission

Joseph Bennett - Reserve Police Officer

Charles Brewer - Housing Authority and Firefighter

Patricia Capone - Planning Board

Paul Dash - Cable Television Committee

Jean Davis - Neary School Librarian, Charter Member and Historical Society

James Denman - Assabet Valley School Committee, Election Worker and Planning Board

Daisy Desimone - Election Worker

Benita M. Hubley - Head Dietician and Election Worker

Patricia Landry - Special Needs Aide

Helen M. Lewis - Election Worker

Ida McHugh - Selectmen's Secretary

Myles O'Reilly - Planning Committee for Colonial Gardens and Capital Budget Planning Committee

Frederick Quinn - Teacher

Gail Rowe - Election Worker

Denson Satterfield - Selectman, Conservation Commission and Reserve Police Officer

Robert Spayne - Building Committee and Election Worker

Judith Williams-Thornton - Library Director

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

***Annual Town Meeting (continued)***

The Town Moderator noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the following non-voters to remain:

Brian Ballantine, Finance Director  
Jane Cain, Library Director  
Paul Cibelli, Town Assessor  
Jamie Clark, Videographer  
Patrick Collins, Assabet Valley High School  
Eric Denoncourt, Town Planner  
Yvonne Endara, Algonquin Regional High School  
Karen Galligan, DPW Superintendent  
Charles Gobron, Superintendent of Schools  
David Gusmini, Building Inspector  
Vanessa D. Hale, Assistant Town Administrator  
Kim Ivers, Children's Librarian  
Michelle Jenkins, Assistant Town Clerk  
Jean Kitchen, Town Administrator  
Patrice Kline, SEIU  
Cindi Krawczyk, Administrative Assistant to Facilities Mgr.  
Pam LeFrancois, Senior Center Director  
Cheryl Levesque, Director of Business, Southborough Schools  
Steven Levy, State Representative  
Shirley Lundberg, Chair, Regional School Committee  
John D. Mauro, Jr., Fire Chief  
Carla McAuliffe, Town Accountant  
Thomas Mead, Principal, Algonquin Regional High School  
Jane T. Moran, Police Chief  
John Parent, Department of Public Works  
Brad Petrishen, Reporter, MetroWest Daily News  
Paul Pisinski, Board of Health Agent  
Beth Rosenblum, Conservation Commission  
Art Simas, Reporter and Community Advocate  
Laurie Sugarman-Whittier, Youth & Family Services Director  
Jeanne Survell, Administrative Assistant to Bldg. Inspector  
Jean Tower, Director of Technology, Southborough Schools  
Adam Wolfset, Boy Scout  
John Woodsmall, Town Engineer  
Photographer, MetroWest Daily News

***MOTION MADE:*** To waive the reading of the Warrant.

***MOTION PASSED UNANIMOUSLY.***

**ARTICLE 1:** To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *To hear reports of Town Boards, Committees or Commissions.*



***Annual Town Meeting (continued)***

**MOTION MADE:** That the Town hears reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**MOTION PASSED UNANIMOUSLY.**

The following Town Officers and/or Committee members gave a report:

- Dr. Louis Fazen, III, for the Dr. Stone award
- Donald Morris, Planning Board
- Andrew Mills, Community Preservation Committee
- Dana Cunningham, Zoning Advisory Committee
- Steve Theran, Assabet School Building Committee
- Claire Reynolds, Advisory Committee
- William Boland, Board of Selectmen

**ARTICLE 2:** To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

**MOTION MADE:** That the Town vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 3:** To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2011 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article allows the Town Treasurer to short term borrow in anticipation of revenue.*

**MOTION MADE:** That the Town vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2011 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

**MOTION PASSED UNANIMOUSLY.**

***Annual Town Meeting (continued)***

**ARTICLE 4:** To hear the report of the Capital Budget Planning Committee, or do or act anything in relation thereto.

Proposed by: CAPITAL BUDGET PLANNING COMMITTEE

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *The Capital Budget Planning Committee will present their report.*

**MOTION MADE:** That the Town hear the report of the Capital Budget Planning Committee.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 5:** To see if the Town will vote to delete the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, and insert in its place the following:

**SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS  
OF THE TOWN OF SOUTHBOROUGH**

This by-law establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the by-law and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A ("Classification Schedule") as set forth in Section 20 of this by-law.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefore, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

**SECTION 1. DEFINITIONS**

As used in this by-law, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Anniversary Date" means the date 180 days after (i) the first day of employment or (ii) the date of any promotion, whichever is later.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the by-laws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week, (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan, the By-Laws of the Town, or any collective bargaining agreement in force (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

***Annual Town Meeting (continued)***

“Class” means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

“Classification Schedule” means any of Schedules A, B, C, D, E and F of Section 20 hereof.

“Compensation Grade” means a range of salary/wage rates as may appear in the Classification Schedules.

“Continuous Full-Time Service” means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

“Continuous Employment” means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

“Department” means a functional unit of Town government.

“Department Head” means the person appointed and responsible to carry out the duties of a Department.

“Full-Time Employment” means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

“Group” means a group of classes as may appear in the Classification Schedules.

“Maximum Rate” means the highest compensation rate to which an Employee is entitled.

“Minimum Rate” means the lowest rate in a Range, and is normally the hiring rate of a new employee.

“Part-Time Employment” means employment for less than Full-Time Employment.

“Position” means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

“Position Class” means the same as “Class” (note that a class may include only one position, in which event it is defined as a “single position class”).

“Promotion” means a change from one position to another position in a higher class and/or compensation grade.

“Range” means the difference between minimum and maximum rates of an assigned grade.

“Rate” means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

“Salary Administration Plan” means this Salary Administration Plan and Personnel By-Laws of the Town of Southborough.

“Single Rate” means a rate for a specific position class that is not in a designated range.

“Step Rate” means a rate in a Range of compensation grade.

## ***Annual Town Meeting (continued)***

### **SECTION 2. POSITION TITLES**

No person shall be appointed, employed or paid in any Position under any title other than those of the Classification Schedule for which the duties are actually performed. The Position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

### **SECTION 3. NEW OR CHANGED POSITIONS**

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate change therefore.

### **SECTION 4. RECLASSIFICATION OF EMPLOYEES**

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

### **SECTION 5. JOB DESCRIPTIONS AND INTERPRETATIONS**

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule, each consisting of a statement describing the essential nature of the work required of such classes. Each Department Head shall be required to retain current job descriptions and to submit any revisions to the Personnel Board (following any review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees). The description for any class shall not be deemed to limit the duties or responsibilities of any position, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

### **SECTION 6. COMPENSATION**

a. The bi-weekly pay period shall begin at 12:01 a.m. Thursday and shall end at 12:00 a.m. a week the following Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their normal pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E and F of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

### **SECTION 7. ADJUSTMENT POLICIES**

a. Every employee that is in Continuous Full-Time Service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a merit increase advance to the next higher step rate, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one step rate in any single twelve-month period until the maximum of the grade is obtained, and such one-step increase shall be

### ***Annual Town Meeting (continued)***

subject to the approval of the Department Head, the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees. Upon receiving such approvals, the Personnel Board shall have final review and approval of all adjustments, in advance. An evaluation of the employee's performance, in format approved by the Personnel Board, must accompany a letter requesting a merit increase. An employee may appear before the Personnel Board prior to its action on any request for a merit increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Regular Part-Time employees in Schedule C shall be eligible for consideration for merit increases within their grade one year from the date of their last increase.

c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

### **SECTION 8. TRANSFERS AND PROMOTIONS**

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board. The employee may also receive at the time a one step rate increase, provided the maximum for the job is not exceeded, if the Department Head recommends that qualifications and performance warrant it and the Personnel Board approves. If the Department Head recommends that there should be a trial period before the promotional one step rate increase, then the Personnel Board may approve such a deferred promotional increase at the conclusion of the trial period (which shall not exceed three months).

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

### **SECTION 9. NEW PERSONNEL**

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. For new hires for which there is a rate range and step rates, the first six months of employment shall be a probationary period at the end of which the employee may advance one step rate, provided that the Department Head recommends and the Personnel Board approves. The employee shall thereafter be reviewed for a step rate increase one year from the date of the employee's latest increase. This probationary step rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another. During any such probationary period the employee nevertheless will earn vacation, sick and personal time in accordance with Section 11(b) hereof.

### **SECTION 10. DEPARTMENT BUDGETS**

Each Department Head shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made there from only in accordance with this Salary Administration Plan and with the approval of the Personnel Board.

**Annual Town Meeting (continued)**

**SECTION 11. EMPLOYEE BENEFITS**

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require.

**a. Holidays with Pay**

Each eligible Employee shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
	Day before <u>or</u> after Christmas Day (as set by the Town from year to year)

To be eligible for holiday pay, an Employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay the following week in lieu of holiday pay, with the specific choice of day subject to Department Head approval.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

**b. Vacations with Pay**

(1) Regular Full-Time Employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned per month
0-5	6.666
6-10	10.0
11-15	13.333
16 or more	16.666

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position in another municipality or similar government agency will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks vacation for the first year of employment with the Town. **Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.**

The probationary period for new hires would still apply.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year up to one year's worth of earned vacation. The employee must have the

***Annual Town Meeting (continued)***

Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual circumstances that warrant it, an Employee may, upon request and approval by the Department Head, continue at work and receive vacation pay in lieu of taking vacation.

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

**c. Sick Leave**

(1) All regular Full-Time Employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation. Sick leave shall be payable only in cases of genuine illness, non-work-connected accident, or work-connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave.

(3) Employees who because of genuine illness or a non-work-connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason and period of time the employee was absent.

(4) An employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

**d. Personal Days**

Each employee shall be entitled to three personal days per year, to be granted annually on the anniversary date of the employee's date of hire. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

**e. Military Leave**

***Annual Town Meeting (continued)***

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. **Jury Duty**

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. **Miscellaneous Paid Time Off**

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head:

(1) **Bereavement leave** – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and disposition of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) **Medical examination or inoculation** required by the Town.

(3) **Blood donation** authorized by the Department Head.

(4) **Attendance at educational programs** authorized by the Department Head.

h. **Court Time Pay**

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, then for any such appearance that is made outside of the employee's normal working hours the employee shall be entitled to overtime compensation for every hour or fraction thereof during which they appear (but in no event less than three hours of such overtime pay).

i. **Employee Educational Support**

(1) **Degree Bonus**: All Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree .....\$ 800.00  
Bachelors Degree .....\$1,200.00  
Masters Degree .....\$1,500.00



### ***Annual Town Meeting (continued)***

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head.

(2) Tuition reimbursement: As administered through the Personnel Board and subject to the procedure below, the Town may provide college tuition reimbursement to any Full-Time employee for a course that applies to the employee's specific position and for which the employee attained a grade of "B" or better.

(3) Approval Procedure: Town funds must first be appropriated by Town Meeting in the Personnel Board's fiscal year budget. If funds are appropriated, then no later than August 31<sup>st</sup> of each year interested employees shall advise the Personnel Board in writing of their interest in taking work-related courses during the fiscal year. The request should be routed through the employee's Department Head, and should include detailed information regarding the desired coursework and cost of tuition. Thereafter the Personnel Board will review all such requests and make recommendations for reimbursement based on available funds and the number of requests. The Board will then notify the employee and their department head of the decision.

(4) Reimbursement: Tuition reimbursed shall be paid only after the employee presents to the Department Head written verification of (a) course completion (with a grade of at least B) and (b) full payment by the employee. If an employee resigns employment within twelve months of such reimbursement, the employee shall be responsible to repay it to the Town.

#### **j. Group Medical Insurance**

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent (75%) of the cost of a Health Maintenance Organization plan.

### **SECTION 12. UNPAID LEAVES OF ABSENCE**

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

### **SECTION 13. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS**

a. A Part-Time employee shall be eligible for Full-Time status when the employee has worked 20 hours or more per week for a period of at least three consecutive months, subject to approval by the Department Head.

b. A Full-Time employee whose hours of employment total less than 20 hours per week for a period of more than three consecutive months shall thereafter be deemed a Part-Time employee.

### **SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS**

a. In the absence of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate commissioners or trustees may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen and the Personnel Board for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

### ***Annual Town Meeting (continued)***

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

### **SECTION 15. PERSONNEL BOARD**

a. There shall be a Personnel Board to administer the Salary Administration Plan and Personnel By-Laws. Said Board is to be appointed by the Moderator. **The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity.** They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

### **SECTION 16. DUTIES OF THE PERSONNEL BOARD**

a. The Personnel Board shall administer the Salary Administration Plan and Personnel By-Laws and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Board shall meet annually in July and organize by the choice of a Chairman and Clerk. The Board shall meet at least monthly, except for the month of August. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan and Personnel By-Laws.

c. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Assistant Town Administrator, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

d. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan and Personnel By-Laws. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting.

e. On or before **February 14<sup>th</sup>** of each year the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for Step 9 employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information, including, but not limited to U.S. Department of Labor Cost of Living indices and salaries paid by equivalent towns for comparable positions.

f. Matters that are sent to the Chairman of the Personnel Board by registered mail must be brought before the Board at its next scheduled meeting. Failure of the board to vote to approve or

### ***Annual Town Meeting (continued)***

disapprove requests at the next regular meeting shall constitute approval of the request. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

g. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan and Personnel By-Laws as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

### **SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD**

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan and Personnel By-Laws. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

### **SECTION 18. AMENDMENT OF THE PLAN**

The Salary Administration Plan and Personnel By-Laws may be amended in the same manner that Town By-Laws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next Annual Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may present the petition to the next Annual Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

### **SECTION 19. SEVERABILITY PROVISION**

In the event that any provision of this by-law, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this by-law.

*Annual Town Meeting (continued)*

SECTION 20. CLASSIFICATION SCHEDULE

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
I	32,124	33,409	34,745	36,135	37,580	39,083	40,256	41,463	*
II	37,477	38,976	40,536	42,157	43,843	45,597	46,965	48,374	*
III	42,831	44,545	46,326	48,179	50,107	52,111	53,674	55,284	*
IV	48,185	50,113	52,118	54,202	56,370	58,625	60,384	62,195	*
V	58,893	61,249	63,699	66,247	68,897	71,652	73,802	76,016	*
VI	64,247	66,817	69,490	72,269	75,160	78,166	80,511	82,927	*
VII	80,309	83,521	86,862	90,337	93,950	97,708	100,639	103,658	*

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

Maintenance Custodian (Hourly).....	I
Staff Librarian (Hourly).....	I
After-School Program Coordinator .....	II
Assistant Director, Council on Aging .....	II
<b>Library Technician</b> .....	II
Maintenance Mechanic.....	II
Program Coordinator.....	II
Assistant Director, Youth & Family Services.....	III
Children's Librarian .....	III
Maintenance Supervisor .....	III
Outreach Coordinator .....	III
Staff Engineer [ <b>vacant</b> ].....	III
Director of Recreation Commission .....	IV
Assistant Superintendent, DPW [ <b>vacant</b> ].....	V
Assistant Town Administrator .....	V
Building Inspector .....	V
Director, Council on Aging .....	V
Facilities Manager .....	V
Library Director.....	V
Principal Assessor .....	V
Public Health Director.....	V
Town Accountant .....	V
Town Engineer .....	V
Town Planner.....	V
Treasurer-Collector [ <b>combined with Finance Director</b> ] .....	V
Director, Youth & Family Services .....	V
Finance Director .....	VI
Superintendent of Public Works.....	VII

SCHEDULE B: [RESERVED]

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

Seasonal Laborer .....	1
Electrician.....	2
Seasonal Laborer II.....	2

**Annual Town Meeting (continued)**

**SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS**

Summer Program Assistant, Youth Commission.....	2
Election Worker (P.T.).....	3
Page, Library.....	3
Election Warden (P.T.).....	4
Clerk, Library.....	5
Library Custodian.....	5
Substitute Custodian.....	5
Receptionist.....	8
Secretary, Town Committee.....	8
Part-Time Police Dispatcher.....	9
<b>Technical Specialist.....</b>	<b>9</b>
Reserve Police Officer.....	10
Administrative Assistant.....	11
Animal Control Officer.....	11
Cable Access Facilitator.....	11
Tree Warden.....	11
Nurse.....	13
Electrician.....	13

**Hourly Rates for Part-Time Positions**

Grade	Minimum	Maximum
1	<b>Min. wage</b>	<b>\$7.70</b>
2	\$8.34	\$12.35
3	\$8.84	\$12.98
4	\$9.26	\$13.78
5	\$9.71	\$14.49
6	\$10.25	\$15.22
7	\$10.73	\$15.95
8	\$11.26	\$16.77
9	\$11.82	\$17.62
10	\$12.54	\$18.66
11	\$13.87	\$20.70
12	\$21.00	\$28.00
13	\$29.00	\$41.00

**SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)**

<u>Grade</u>	<u>Proposed Pay Structure</u>	<u>Drills</u>	<u>Boxes</u>	<u>Signal 55</u>
1	Firefighter (Entry Level)	0.00	0.00	0.00
2	Firefighter I Certified	18.00	16.00	16.00
3	Firefighter I/II Certified	19.00	17.00	17.00
4	Firefighter I Certified/Operator	20.00	18.00	18.00
5	Firefighter I/II Certified/Operator	21.00	19.00	19.00
6	EMT (Entry Level)	0.00	0.00	0.00
7	EMT	18.00	16.00	16.00
8	EMT-I	20.00	18.00	18.00
9	Firefighter I Certified/EMT	20.00	18.00	18.00
10	Firefighter I/II Certified/EMT	21.00	19.00	19.00
11	Firefighter I Certified/Operator/EMT	22.00	20.00	20.00
12	Firefighter I/II Certified/Operator/EMT	23.00	21.00	21.00
13	Lieutenant	24.00	22.00	22.00
14	Lieutenant/EMT	26.00	24.00	24.00

**Annual Town Meeting (continued)**

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner:  
\$40.00 per hour

**SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE**

Clerk, Board of Registrars .....	\$1,638.33
Emergency Management Coordinator .....	\$1,500
Registrar of Voters .....	\$205.66
Town Counsel (not including fees).....	\$1,704.33
Tree Warden.....	\$4,000
Veterans' Agent and Director of Veterans' Services .....	\$10,000
Website Administrator.....	\$2,800

**SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)**

Junior Playground Counselor .....	1
Senior Playground Counselor .....	2
Assistant Instructor .....	2
Assistant Supervisor .....	3
Monitors .....	3
Lifeguards.....	4
Instructors I.....	5
School Monitors .....	6
Activity Coordinator.....	6
Program Driver.....	6
Coordinator/Supervisor .....	11
Program Assistant/Coordinator.....	11
Instructor II .....	12
Master Instructor .....	13
Seasonal Nurse .....	13

**SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS**

Effective July 1, 2011, the Police Lieutenant would be classified under Schedule G. In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union's collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Board of Selectmen and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

**Police Lieutenant:**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
62,668	65,175	67,782	70,493	73,313	76,245	78,532	80,889	*

**Annual Town Meeting (continued)**

<b>LONGEVITY SCHEDULE: Full-Time Employees – Compensated annually at Anniversary Date</b>	
After 5 years .....	\$400
After 10 years .....	\$600
After 15 years .....	\$700
After 20 years .....	\$850
After 25 years .....	\$1,000
After 30 years .....	\$1,200
After 40 years .....	\$1,500

Proposed by: **PERSONNEL BOARD**

Board of Selectmen Recommendation: **Support**

Advisory Committee Recommendation: **At Town Meeting**

Summary: *This version of the Salary Administration Plan [Personnel bylaw] replaces the existing bylaw. Changes are noted in **bold**.*

**MOTION MADE:** That the Town vote to delete the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: **PERSONNEL**, and insert in its place a new salary administration plan as printed in the warrant.

**MOTION PASSED BY MAJORITY VOTE.**

**ARTICLE 6:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to add to the clerical union department budgets for FY11 for the purpose of funding the collective bargaining agreement between the Town and SEIU Local 888, or do or act anything in relation thereto.

Proposed by: **BOARD OF SELECTMEN**

Board of Selectmen Recommendation: **At Town Meeting**

Advisory Committee Recommendation: **At Town Meeting**

Summary: *The contract has not been ratified as of the date of printing of the warrant. If it does become ratified by Town Meeting, terms of the agreement will be summarized at that time.*

**MOTION MADE:** That pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and SEIU 888 for the purpose of appropriating the funding for the agreement as to its term commencing in fiscal year 2011.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 7:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to add to the DPW budget for FY11 for the purpose of funding the collective bargaining agreement between the Town and AFSCME Council 93, or do or act anything in relation thereto.

Proposed by: **BOARD OF SELECTMEN**

Board of Selectmen Recommendation: **At Town Meeting**

Advisory Committee Recommendation: **At Town Meeting**

Summary: *The contract has not been ratified as of the date of printing of the warrant. If it does become ratified by Town Meeting, terms of the agreement will be summarized at that time.*

**MOTION MADE:** That pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and AFSCME Council 93 for the purpose of appropriating the funding for the agreement as to its term commencing in fiscal year 2011.

**MOTION PASSED BY MAJORITY VOTE.**

***Annual Town Meeting (continued)***

**ARTICLE 8:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to add to the Police Department budget for FY11 for the purpose of funding the collective bargaining agreement between the Town and Local 167, Massachusetts Coalition of Police (Patrol Officers and Sergeants), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *The contract has not been ratified as of the date of printing of the warrant. If it does become ratified by Town Meeting, terms of the agreement will be summarized at that time.*

**MOTION MADE:** That the Town vote to transfer from overlay surplus the amount of \$51,024.99 to add to the Police Department Budget for FY 11 for the purpose of funding the collective bargaining agreement between the Town and Local 167, Massachusetts Coalition of Police (Patrol Officers and Sergeants).

***MOTION PASSED BY MAJORITY VOTE.***

**ARTICLE 9:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to add to the Fire Department budget for FY11 for the purpose of funding the collective bargaining agreement between the Town and Southborough Permanent Firefighters Union Local 3129 IAFF, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *The contract has not been ratified as of the date of printing of the warrant. If it does become ratified by Town Meeting, terms of the agreement will be summarized at that time.*

**MOTION MADE:** That pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and Southborough Permanent Firefighters Union Local 3129 IAFF for the purpose of appropriating the funding for the agreement as to its term commencing in fiscal year 2011.

***MOTION PASSED BY MAJORITY VOTE.***

**ARTICLE 10:** To see if the Town will vote to raise a sum of money as may be necessary for the Town's use, and make appropriations of the same, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Summary: *Budget-See budget report which includes the Advisory Committee and Board of Selectmen's recommendations for FY12.*

**MOTION MADE:** That the Town vote to raise a sum of money not to exceed the sum of **\$44,408,260** as may be necessary for the Town's use, and make appropriations of the same.

Transfer from the Cemetery Perpetual care	15,000.00
Transfer from Free Cash	1,502,116.00
Transfer from Overlay Reserve	233,151.00
Transfer from Overlay Reserve - for T/E Debt	405,600.00
Transfer from Ambulance Fund, Receipts Reserved (Fund 23)	200,000.00
Transfer from Aerial Ladder Donation Fund	48,667.00
Transfer from Septic Betterment Fund	50,547.00
Transfer from Premium Reserve	303.00
Transfer from Reserve SBAB Fund Balance	23,307.00
Transfer from Water Reserve	65,000.00



**Annual Town Meeting (continued)**

Transfer from Article	26,411.00
3,200 Consulting ATM08 #19	
57 Town House ATM07 #16	
5,186 Fire Project ATM08 #11	
2,348 Police Room ATM08 #11	
5,967 School Project ATM06 #41	
3,948 Finn Plumbing ATM09 #11	
5,705 Ambulance Purchase ATM08 #12	

That the Balance of **\$41,838,158** be raised and appropriated.

**MOTION MADE:** To divide the question.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To take an umbrella vote on those budgets that do not have a hold on them. This one vote will have the effect of voting each separately.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To pass all budgets that do not have a hold on them.

**MOTION PASSED UNANIMOUSLY.**

<b>Budget Name</b>	<b>FY 2012 Request</b>
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**General Government**

**110-119 LEGISLATIVE**

**114 MODERATOR**

51000-51990 Personal Services	50
57000-57990 Other Charges and Expenses	25
<b>TOTAL</b>	<b>75</b>

**121-129 EXECUTIVE**

**121 ELECTED BOARD OF SELECTMEN**

51000-51990 Personal Services	2,400
<b>TOTAL</b>	<b>2,400</b>

**122 BOARD OF SELECTMEN**

51000-51990 Personal Services	278,009
52000-53990 Purchase of Services	85,355
54000-55990 Supplies	6,315
57000-57990 Other Charges and Expenses	4,325
<b>TOTAL</b>	<b>374,004</b>

**AMENDMENT MADE:** That the budget of the Board of Selectmen be reduced to \$367,165.

**AMENDMENT DEFEATED.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

Budget Name

FY 2012 Request

**General Government, continued****131-149 FINANCIAL ADMINISTRATION****131 ADVISORY COMMITTEE**

54000-55990 Supplies	30
57000-57990 Other Charges and Expenses	120
<b>TOTAL</b>	<b>150</b>

**132 RESERVE FUND**

57000-57990 Other Charges and Expenses	150,000
<b>TOTAL REQUEST</b>	<b>150,000</b>
<b>TOTAL APPROVED</b>	<b>147,257</b>

**AMENDMENT MADE:** That the budget of the Reserve Fund be reduced to a new total of \$147,257.

**AMENDMENT PASSED:** 183 in favor, 111 opposed

**135 TOWN ACCOUNTANT**

51000-51990 Personal Services	110,077
52000-53990 Purchase of Services	1,500
54000-55990 Supplies	900
57000-57990 Other Charges and Expenses	450
58000-58990 Capital Outlay	0
<b>TOTAL</b>	<b>112,927</b>

**AMENDMENT MADE:** That the budget of the Town Accountant be reduced to \$110,862.

**AMENDMENT DEFEATED.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

**136 AUDIT**

52000-53990 Purchase of Services	34,000
<b>TOTAL</b>	<b>34,000</b>

**140 ELECTED BOARD OF ASSESSORS**

51000-51990 Personal Services	2,250
<b>TOTAL</b>	<b>2,250</b>

**MOTION MADE:** That the Town reconsider budget article 132, the Reserve Fund. Requires 2/3 vote.

**MOTION PASSED:** 157 in favor, 132 opposed

**MOTION MADE:** That the Reserve Fund budget be reduced to \$125,600.

**MOTION DEFEATED.**

*Annual Town Meeting (continued)*

**Budget Name**

**FY 2012 Request**

**General Government, continued**

**141 ASSESSORS**

51000-51990 Personal Services	142,649
52000-53990 Purchase of Services	19,200
54000-55990 Supplies	7,500
57000-57990 Other Charges and Expenses	2,800
58000-58990 Capital Outlay	0
<b>TOTAL</b>	<b>172,149</b>

**145 TREASURER/COLLECTOR**

51000-51990 Personal Services	166,461
52000-53990 Purchase of Services	5,140
54000-55990 Supplies	2,680
57000-57990 Other Charges and Expenses	1,980
58000-58999 Capital Outlay	0
<b>TOTAL</b>	<b>176,261</b>

**151-159 OPERATIONS SUPPORT**

**151 LEGAL**

52000-53990 Purchase of Services	95,000
<b>TOTAL</b>	<b>95,000</b>

**152 PERSONNEL BOARD**

51000-51990 Personal Services	1,230
52000-53990 Purchase of Services	4,550
54000-55990 Supplies	0
57000-57990 Other Charges and Expenses	220
<b>TOTAL</b>	<b>6,000</b>

**153 SPECIAL LEGAL COUNSEL**

52000-53990 Purchase of Services	55,000
<b>TOTAL</b>	<b>55,000</b>

**155 MANAGEMENT INFORMATION SYSTEMS**

**20 GEOGRAPHIC INFORMATION SYSTEMS**

52000-53990 Purchase of Services	18,600
54000-55990 Supplies	2,000
58000-58990 Capital Outlay	0
Geographic Information Systems Total	20,600

**21 OTHER INFORMATION SYSTEMS**

51000-51990 Personal Services	2,800
52000-53990 Purchase of Services	127,045
54000-55990 Supplies	4,700
58000-58990 Capital Outlay	17,030
Other Information Systems Total	151,575
<b>TOTAL</b>	<b>172,175</b>

*Annual Town Meeting (continued)*

**Budget Name**

**FY 2012 Request**

**General Government, continued**

**160-169 LICENSING AND REGISTRATION**

**160 ELECTED TOWN CLERK**

51000-51990 Personal Services	39,254
<b>TOTAL</b>	<b>39,254</b>

**161 TOWN CLERK**

51000-51990 Personal Services	49,407
52000-53990 Purchase of Services	1,800
54000-55990 Supplies	800
57000-57990 Other Charges and Expenses	325
58000-58990 Capital Outlay	0
<b>TOTAL</b>	<b>52,332</b>

**162 ELECTIONS & REGISTRATION**

51000-51990 Personal Services	52,589
52000-53990 Purchase of Services	10,370
54000-55990 Supplies	1,500
57000-57990 Other Charges and Expenses	600
58000-58990 Capital Outlay	0
<b>TOTAL</b>	<b>65,059</b>

**171-179 LAND USE**

**171 CONSERVATION COMMISSION**

51000-51990 Personal Services	30,844
52000-53990 Purchase of Services	5,100
54000-55990 Supplies	250
57000-57990 Other Charges and Expenses	775
58000-58990 Capital Outlay	0
<b>TOTAL</b>	<b>36,969</b>

**175 PLANNING BOARD**

51000-51990 Personal Services	123,477
52000-53990 Purchase of Services	1,665
54000-55990 Supplies	1,195
57000-57990 Other Charges and Expenses	4,784
<b>TOTAL</b>	<b>131,121</b>

**176 ZONING BOARD OF APPEALS**

51000-51990 Personal Services	9,905
52000-53990 Purchase of Services	4,925
54000-55990 Supplies	300
57000-57990 Other Charges and Expenses	0
<b>TOTAL</b>	<b>15,130</b>

*Annual Town Meeting (continued)*

**Budget Name**

**FY 2012 Request**

**General Government, continued**

**177 OPEN SPACE**

52000-53990 Purchase of Services	90
54000-55990 Supplies	150
<b>TOTAL</b>	<b>240</b>

**191-199 OTHER**

**192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE**

51000-51990 Personal Services	265,839
52000-53990 Purchase of Services	164,265
54000-55990 Supplies	22,000
57000-57990 Other Charges & Expenses	1,750
58000-58990 Capital Outlay	0
<b>TOTAL</b>	<b>453,854</b>

**Public Safety**

**210 POLICE DEPARTMENT**

51000-51990 Personal Services	1,437,551
52000-53990 Purchase of Services	75,425
54000-55990 Supplies	24,881
57000-57990 Other Charges and Expenses	4,618
58000-58990 Capital Outlay	15,170
<b>TOTAL</b>	<b>1,557,645</b>

**220 FIRE DEPARTMENT**

51000-51990 Personal Services	1,596,095
52000-53990 Purchase of Services	102,399
54000-55990 Supplies	49,431
57000-57990 Other Charges and Expenses	3,105
58000-58990 Capital Outlay	18,000
<b>TOTAL</b>	<b>1,769,030</b>

**241 BUILDING DEPARTMENT**

51000-51990 Personal Services	95,945
52000-53990 Purchase of Services	2,475
54000-55990 Supplies	1,075
57000-57990 Other Charges and Expenses	3,950
58000-58990 Capital Outlay	0
<b>TOTAL</b>	<b>103,445</b>

**291 CIVIL DEFENSE**

51000-51990 Personal Services	2,426
52000-53990 Purchase of Services	245
54000-55990 Supplies	0
57000-57990 Other Charges and Expenses	100
58000-58990 Capital Outlay	0
<b>TOTAL</b>	<b>2,771</b>

*Annual Town Meeting (continued)*

**Budget Name**

**FY 2012 Request**

**Public Safety, continued**

**292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR**

51000-51990 Personal Services	0
52000-53990 Purchase of Services	28,156
54000-55990 Supplies	200
<b>TOTAL</b>	<b>28,356</b>

**Public Works & Facilities**

**420, 430, 490 DEPT. OF PUBLIC WORKS (Highway, Cemetery, Tree)**

51000-51990 Personal Services	920,789
52000-53990 Purchase of Services	809,950
54000-55990 Supplies	359,700
56000-56990 Intergovernmental	2,550
57000-57990 Other Charges and Expenses	2,375
58000-58990 Capital Outlay	6,500
<b>TOTAL</b>	<b>2,101,864</b>

**450 DEPT. OF PUBLIC WORKS - WATER**

51000-51990 Personal Services	391,541
52000-53990 Purchase of Services	190,650
54000-55990 Supplies	60,400
56000-56990 Intergovernmental	740,000
57000-57990 Other Charges and Expenses	900
58000-58990 Capital Outlay	3,500
<b>TOTAL</b>	<b>1,386,991</b>

**Human Services**

**510 ELECTED BOARD OF HEALTH**

51000-51990 Personal Services	450
<b>TOTAL</b>	<b>450</b>

**512 BOARD OF HEALTH**

51000-51990 Personal Services	91,952
52000-53990 Purchase of Services	42,497
54000-55990 Supplies	1,600
57000-57990 Other Charges and Expenses	1,530
58000-58990 Capital Outlay	0
<b>TOTAL</b>	<b>137,579</b>

**541 COUNCIL ON AGING**

51000-51990 Personal Services	180,892
52000-53990 Purchase of Services	19,010
54000-55990 Supplies	4,650
57000-57990 Other Charges and Expenses	1,575
58000-58990 Capital Outlay	0
<b>TOTAL</b>	<b>206,127</b>

*Annual Town Meeting (continued)*

**Budget Name**

**FY 2012 Request**

**Human Services (continued)**

**542 YOUTH COMMISSION**

51000-51990 Personal Services	119,394
52000-53990 Purchase of Services	3,820
54000-55990 Supplies	1,000
57000-57990 Other Charges and Expenses	2,500
<b>TOTAL</b>	<b>126,714</b>

**543 VETERANS' SERVICES**

51000-51990 Personal Services	10,000
52000-53990 Purchase of Services	450
54000-55990 Supplies	400
57000-57990 Other Charges and Expenses	29,400
<b>TOTAL</b>	<b>40,250</b>

**Culture & Recreation**

**610 LIBRARY**

51000-51990 Personal Services	284,851
52000-53990 Purchase of Services	26,650
54000-55990 Supplies	67,625
57000-57990 Other Charges and Expenses	14,744
58000-58990 Capital Outlay	0
<b>TOTAL</b>	<b>393,870</b>

**630 RECREATION COMMISSION**

51000-51990 Personal Services	103,178
52000-53990 Purchase of Services	0
54000-55990 Supplies	0
57000-57990 Other Charges and Expenses	0
58000-58990 Capital Outlay	0
<b>TOTAL</b>	<b>103,178</b>

**691 HISTORICAL COMMISSION**

51000-51990 Personal Services	0
52000-53990 Purchase of Services	885
54000-55990 Supplies	115
<b>TOTAL</b>	<b>1,000</b>

**692 MEMORIAL DAY**

52000-53990 Purchase of Services	350
54000-55990 Supplies	1,650
<b>TOTAL</b>	<b>2,000</b>

## Budget Name

FY 2012 Request

**Debt Service****710 RETIREMENT OF DEBT – GENERAL FUND**

59000-59490 Debt Service	
59100 Principal Long Term Debt	3,161,181
59350 Principal Short Term Debt	0
<b>TOTAL</b>	<b>3,161,181</b>

**AMENDMENT MADE:** To raise and appropriate \$2,755,581 and transfer and appropriate \$405,600 from the overlay reserve fund, for a total of \$3,161,181.

**AMENDMENT PASSED BY MAJORITY VOTE.****751 INTEREST ON DEBT-GENERAL FUND**

59000-59490 Debt Service	
59150 Interest Long Term Debt	958,696
59250 Interest on Notes	0
<b>TOTAL</b>	<b>958,696</b>

**6161-710 RETIREMENT OF DEBT – WATER FUND**

59000-59490 Debt Service	
59100 Principal Long Term Debt	195,000
<b>TOTAL</b>	<b>195,000</b>

**6161-750 INTEREST ON DEBT – WATER FUND**

59000-59490 Debt Service	
59150 Interest Long Term Debt	46,256
<b>TOTAL</b>	<b>46,256</b>

**Unclassified****910 EMPLOYEE BENEFITS**

51000-51990 Total Personal Services	142,049
51700 Police/Fire Accident and Workers' Comp.	50,000
51710 Unemployment Payments	3,925,747
51720 Health Insurance	1,220,759
51730 Retirement Fund	5,777
51740 Life Insurance	259,788
51770 Medicare	145,845
51780 Dental Insurance	5,695,587
<b>TOTAL</b>	

**945 LIABILITY INSURANCE**

52000-53990 Purchase of Services	0
57100-57990 Other Charges and Expenses	199,421
<b>TOTAL</b>	<b>199,421</b>



## Budget Name

FY 2012 Request

**Education****300 ELECTED SCHOL COMMITTEE**

51000-51990 Personal Services

500

**TOTAL****500****301 SOUTHBOROUGH SCHOOLS****REGULAR DAY PROGRAMS****ADMINISTRATION**

School Committee

13,600

Superintendent's Office

94,839

Administrative Support

328,048

**INSTRUCTION**

Supervision

39,200

Principals

744,589

Teaching

7,124,761

Professional Development

94,800

Textbooks &amp; Materials

192,184

Instructional Hardware &amp; Software

165,945

Library Services

224,382

Instructional Equipment

68,886

Guidance Services

238,514

**OTHER STUDENT SERVICES**

Personnel Services

500

Health Services

274,226

Transportation

359,548

Athletics

31,050

Student Body Activities

18,280

**OPERATION AND MAINTENANCE OF BUILDINGS**

Operation of Buildings

1,237,078

Maintenance of Buildings

304,086

Networking &amp; Telecommunications

78,120

**FIXED CHARGES**

Rentals &amp; Leases

4,100

**CONTRACTUAL OBLIGATIONS**

Contractual Obligations

302,968

**REGULAR DAY PROGRAMS****11,939,704**

Education, continued**301 SOUTHBOROUGH SCHOOLS****SPECIAL EDUCATION PROGRAMS – Chapter 766****INSTRUCTION**

Legal	5,000
Administrative Technology	2,800
Director	122,943
Teaching	2,761,501
Professional Development	2,200
Instructional Technology	11,000
Psychological Services	357,296

**OTHER STUDENT SERVICES**

Health Services	41,959
Transportation Sped	271,280

**OPERATION AND MAINTENANCE OF EQUIPMENT**

Operation of Equipment	10,000
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**PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS**

Tuition, Out	1,293,678
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**PROGRAMS, MEMBER OF COLLABORATIVE**

Assabet Collaborative Assessment	1,750
Tuition Out, Collaborative	64,350

**SPECIAL EDUCATION – CHAPTER 766****4,945,757****SUMMARY**

REGULAR DAY PROGRAMS	11,939,704
SPECIAL EDUCATION – CHAPTER 766	4,945,757
<b>TOTAL</b>	<b>16,885,461</b>

**AMENDMENT MADE:** That the Town reduce the Southborough School Budget to \$16,315,414.**AMENDMENT DEFEATED.****AMENDMENT MADE:** That the Town reduce the Southborough School Budget to \$16,740,202.**AMENDMENT DEFEATED.****MAIN BUDGET PASSED BY MAJORITY VOTE.**

## Budget Name

FY 2012 Request

Education, continued**302 ALGONQUIN REGIONAL HIGH SCHOOL****REGULAR DAY PROGRAMS***ADMINISTRATION*

School Committee	63,286
Superintendent's Office	94,638
Administrative Support	330,760

*INSTRUCTION*

Supervision	77,374
Principals	621,522
Teaching	7,095,357
Professional Development	72,175
Textbooks & Materials	169,349
Instructional Hardware & Software	15,101
Instructional Equipment	21,716
Library Services	135,201
Guidance Services	584,110

*OTHER STUDENT SERVICES*

Testing	3,500
Health Services	146,200
Transportation	1,047,120
Athletics/Student Body Activities	428,804
Other Student Activities	4,500

*OPERATION AND MAINTENANCE OF BUILDINGS*

Operation of Buildings	1,301,992
Maintenance of Buildings	287,897
Payment for Local Northboro Services	50,000
Networking & Telecommunications	99,878

*FIXED CHARGES*

Rentals and Leases	69,466
Insurance	2,717,368
Retirement Liability	276,511

*NEW EQUIPMENT*

New Equipment	20,000
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*CONTRACTUAL OBLIGATIONS*

Contractual Obligations	227,849
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*TUITION, OTHER PUBLIC SCHOOLS*

School Choice	134,429
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**REGULAR DAY PROGRAMS TOTAL****16,096,103**

Education, continued**302 ALGONQUIN REGIONAL HIGH SCHOOL****SPECIAL EDUCATION PROGRAMS – CHAPTER 766***ADMINISTRATION*

Legal Services	3,000
Administrative Technology	2,800

*INSTRUCTION*

Director	107,378
Teaching	833,301
Professional Development	2,600
Textbooks	1,500
Instructional Technology	6,500
Psychological Services	103,467

*OTHER STUDENT SERVICES*

Health Services	11,150
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*OPERATION AND AMINTENANCE OF BUILDINGS*

New Equipment	3,000
Equipment Maintenance	500

*PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS*

Tuition, Out	180,411
Transportation	149,939

*PROGRAMS, MEMBER OF COLLABORATIVE*

Assabet Collaborative Assessment	2,500
Tuition Out, Collaborative	115,068

**SPECIAL EDUCATION – CHAPTER 766 TOTAL** **1,523,114**

**SUMMARY**

REGULAR DAY PROGRAMS	16,096,103
SPECIAL EDUCATION – CHAPTER 766	1,523,114
<b>TOTAL</b>	<b>17,619,217</b>

	NON EXEMPT	EXEMPT	TOTAL
<b>FY 2012 SOUTHBOROUGH ASSESSMENT</b>	<b>6,094,184</b>	<b>848,322</b>	<b>6,942,506</b>

**AMENDMENT MADE:** That the Town reduce the Algonquin Regional High School budget by \$228,763 to a new total of \$6,713,742.71.

**AMENDMENT WITHDRAWN.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

**Annual Town Meeting (continued)**

NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT				
FY 2012 BUDGET & ASSESSMENTS – D.O.E. RECOMMENDED METHOD				
RSC voted 3-16-11				
		57.99%	42.01%	
		Northboro	Southboro	
Step 1				
FY 2012 Proposed Budget	17,619,217.00			
Less Transportation				
SPED Transportation	1,176,559.00			
Less Fixed Charges	0.00			
Net School Spending	16,442,658.00			
Less Revenues	20,000.00			
Subtotal	16,422,658.00			
Less Chapter 70 Aid – Preliminary	2,721,210.00			
Less State ward reimbursement	0.00			
Net Budget	13,701,448.00			
Step 2				
Minimum Local Contribution required by Ed Reform	11,147,301.00	6,235,557.00	4,911,744.00	
Step 3				
Difference between Min. Contrib. & Net budget balance	2,554,147.00			
Step 4				
Apportion Step 3 amount by agreement		1,481,149.85	1,072,997.15	
Step 5				
Transportation Budget				
Less Aid to Transportation Preliminary	660,451.00	382,995.53	277,455.47	
Step 6				
Other Operational Costs				
Less Revenues	0.00			
Step 7				
Debt Payments Not Exempt from Proposition 2 1/2	0.00	0.00	0.00	
Step 8				
Total assessments, Minimum local contribution plus apportionments	14,361,899.00	8,099,702.38	6,262,196.62	
Step 9				
Excess & Deficiency	450,000.00	260,955.00	189,045.00	
FY 2012 Assessment Not Exempt from Proposition 2 ½	13,911,899.00	7,838,747.38	6,073,151.62	
Step 10				
Debt Payments Exempt from Proposition 2 ½	2,115,951.26	1,267,629.17	848,322.09	
Total FY 2012 Assessment	16,027,850.26	9,106,376.55	6,921,473.71	

**Annual Town Meeting (continued)**

<b>NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT FY2012 BUDGET &amp; ASSESSMENTS – D.O.E. RECOMMENDED METHOD</b> RSC voted 3-16-11			
<b>Assessment Comparison</b>			
	Northborough		
	Non Exempt	Exempt	Total
FY 2012 Assessment	7,838,747.38	1,267,629.17	9,106,376.55
FY 2011 Assessment	7,696,524.38	1,131,426.71	8,827,951.09
Dollar Increase	142,223.00	136,202.46	278,425.46
Percent Increase	1.85%	12.04%	3.15%
	Southborough		
	Non Exempt	Exempt	Total
FY 2012 Assessment	6,073,151.62	848,322.09	6,921,473.71
FY 2011 Assessment	5,702,400.62	725,391.84	6,427,792.46
Dollar Increase	370,751.00	122,930.25	493,681.25
Percent Increase	6.50%	16.95%	7.68%

<b>FY 2011 Minimum Contribution Adjustment Assessment Comparison</b>			
	Northborough		
	Non Exempt	Exempt	Total
FY 2012 Assessment	7,838,747.38	1,267,629.17	9,106,376.55
FY 2011 Minimum Contribution Adjustment	-21,032.00		-21,032.00
<b>Adjusted FY 2012 Assessment</b>	<b>7,817,715.38</b>	<b>1,267,629.17</b>	<b>9,085,344.55</b>
FY 2011 Assessment	7,696,524.38	1,131,426.71	8,827,951.09
Dollar Increase	121,191.00	136,202.46	257,393.46
Percent increase	1.57%	12.04%	2.92%
	Southborough		
	Non Exempt	Exempt	Total
FY 2012 Assessment	6,073,151.62	848,322.09	6,921,473.71
FY 2011 Minimum Contribution Adjustment	21,032.00		21,032.00
<b>Adjusted FY 2012 Assessment</b>	<b>6,094,183.62</b>	<b>848,322.09</b>	<b>6,942,505.71</b>
FY 2011 Assessment	5,702,400.62	725,391.84	6,427,792.46
Dollar Increase	391,783.00	122,930.25	514,713.25
Percent Increase	6.87%	16.95%	8.01%

**MAIN MOTION PASSED BY MAJORITY VOTE.**

**Annual Town Meeting (continued)**

<b>Budget Name</b>	<b>FY 2012 Request</b>
<b>304 ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL</b>	
General Administration (School Committee)	11,200
District Administration (Superintendent)	235,633
Finance & Admin. Services	33,000
Finance & Business Office	363,294
Human Resources Benefits, Personnel	66,500
Legal Services	40,500
Legal Settlements	0
Districtwide Information Management	22,500
Districtwide Academic Leadership	259,349
Curriculum Directors (Supervisory)	268,781
Department Heads (Non-Supervisory)	296,959
School Building Leadership	23,000
Principal's Office	188,136
Instruction - Teaching Services	6,452,983
Specialist Teachers	648,729
Medical/Therapeutic Services	6,000
Librarians/Media Center Directors	106,939
Professional Development	92,150
Director of Curr./Professional Development	81,969
Prof. Dev. Stipends, Providers, Expenses	14,850
Instructional Materials and Equipment	233,055
Textbooks and Related Software	82,500
Instructional Equipment	171,000
Instructional Technology	54,950
Audio/Visual	2,000
Guidance	547,403
Testing and Assessment	40,820
Psychological Services	135,000
Attendance and Parent Liaison Services	31,965
Health Services	92,767
Student Transportation Services	1,139,891
Athletic Services	426,267
Other Student Services	126,250
School Security	55,000
Operations and Maintenance of Plant	85,150
Custodial Services	629,000
Heating of Buildings	694,000
Utility Services	161,000
Maintenance of Grounds	160,700
Maintenance of Buildings	487,300
Maintenance of Equipment	7,500
Extraordinary Maintenance	0
Networking and Telecommunications	71,700
Technology Maintenance	99,560
Employee Retirement	206,500
Insurance Programs – Employees	1,865,250
Insurance Programs – Retirees	237,500
Non-Employee Insurance	140,500
Acquisition and Improvement of Sites	0

*Annual Town Meeting (continued)*

<i>Budget Name</i>	<i>FY 2012 Request</i>
<b>304 ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL</b>	
Acquisition and Improvement of Buildings	0
Acquisition and Improvement of Equipment	0
Capital Technology	0
Replacement of Equipment	0
Replacement of Motor Vehicles	84,000
Tuition to Collaboratives	19,000
TOTAL	17,300,000
<b>SOUTHBORO ASSESSMENT</b>	<b>152,121</b>
<b>305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL</b>	
Tuition/Transportation Assessment	66,654
TOTAL	66,654

**MOTION MADE:** To table Article 10 to calculate the total.

**MOTION PASSED UNANIMOUSLY.**

At 11:36 p.m. **MOTION** was made to adjourn Annual Town Meeting to Tuesday, April 12, 2011 at 7:30 p.m.

**MOTION PASSED UNANIMOUSLY.**

***Annual Town Meeting  
Adjourned Session  
April 12, 2011***

**A**t the Adjourned Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Tuesday, April 12, 2011 at 7:30 p.m. the following Articles were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 240 voters were present.

Checkers:	Brenda Gaffney	Lidia A. Kiley
	Linda C. Hubley	Janet M.E. Mattioli
	Doriann Jasinski	Delia Mulvaney

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

Tellers:	Paul M. Cimino	3 Austin Kelly Lane
	Joseph E. Hubley	6 Winchester Street
	Regina P. McAuliffe	5 General Henry Knox Road
	Andrew S. Mills	2 MacNeill Drive
	Barbara A. Murphy	202 Cordaville Road
	Charles R. O'Connell	191 Main Street

The Town Moderator, David A. Coombs, called the Adjourned Annual Town Meeting to order at 7:37 p.m. The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The



***Annual Town Meeting (continued)***

cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for ARTICLES 10-34 for the Adjourned Annual Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the following non-voters to remain:

Brian Ballantine, Finance Director  
Jane Cain, Library Director  
Paul Cibelli, Town Assessor  
Eric Denoncourt, Town Planner  
Karen Galligan, DPW Superintendent  
Charles Gobron, Superintendent of Schools  
David Gusmini, Building Inspector  
Vanessa D. Hale, Assistant Town Administrator  
Kim Ivers, Children's Librarian  
Michelle Jenkins, Assistant Town Clerk  
Jean Kitchen, Town Administrator  
Patrice Kline, SEIU  
Pam LeFrancois, Senior Center Director  
Cheryl Levesque, Director of Business, Southborough Schools  
John D. Mauro, Jr., Fire Chief  
Carla McAuliffe, Town Accountant  
Jane T. Moran, Police Chief  
Paul Pisinski, Board of Health  
Brad Petrishen, Reporter, MetroWest Daily News  
Laurie Sugarman-Whittier, Youth & Family Services Director  
Adam Wolfset, Boy Scout  
John Woodsmall, Town Engineer

***MOTION MADE:*** To take Article 10 off the table.

***MOTION PASSED UNANIMOUSLY.***

***MOTION MADE:*** That the Town vote to raise a sum of money not to exceed the sum of \$44,408,260 as may be necessary for the Town's use, and make appropriations of the same.

Transfer from the Cemetery Perpetual care	15,000.00
Transfer from Free Cash	1,502,116.00
Transfer from Overlay Reserve	233,151.00
Transfer from Overlay Reserve - for T/E Debt	405,600.00
Transfer from Ambulance Fund, Receipts Reserved (Fund 23)	200,000.00
Transfer from Aerial Ladder Donation Fund	48,667.00
Transfer from Septic Betterment Fund	50,547.00
Transfer from Premium Reserve	303.00
Transfer from Reserve SBAB Fund Balance	23,307.00
Transfer from Water Reserve	65,000.00

**Annual Town Meeting (continued)**

Transfer from Articles 26,411.00  
3,200 Consulting ATM08 #19  
57 Town House ATM07 #16  
5,186 Fire Project ATM08 #11  
2,348 Police Room ATM08 #11  
5,967 School Project ATM06 #41  
3,948 Finn Plumbing ATM09 #11  
5,705 Ambulance Purchase ATM08 #12

That the Balance of **\$41,838,158** be raised and appropriated.

**AMENDMENT MADE:** To amend the main motion by transferring \$83,000 from the Ambulance Fund, Receipts Reserved and the balance of \$41,755,158 be raised and appropriated.

**MOTION WITH AMENDMENT PASSED BY MAJORITY VOTE.**

**ARTICLE 11:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for General Government capital items for the following purposes:

#	ITEM	TOTAL	Recommend	Recommend	Recommend
			ADVISORY	SELECTMEN	CAPITAL BUDGET PLANNING
1.	DPW equipment	<b>\$315,000</b>	AT TOWN MEETING	SUPPORT \$226,000 (equipment 1, 2 and 3)	SUPPORT \$168,000 (equipment 1 and 2 )
2.	Fire Dept. incident command vehicle	<b>\$54,000</b>	AT TOWN MEETING	SUPPORT out of ambulance reserves	SUPPORT out of ambulance reserves
3.	Town House	<b>\$60,000</b>	AT TOWN MEETING	SUPPORT	SUPPORT \$50,000
4.	Senior Center	<b>\$49,000</b>	AT TOWN MEETING	SUPPORT \$36,000	SUPPORT
5.	Police cruisers	<b>\$72,000</b>	AT TOWN MEETING	SUPPORT \$36,000 (1 cruiser)	SUPPORT

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: See above

Advisory Committee Recommendation: See above

Summary:

1. The DPW maintains a capital equipment program. This money includes: 1) purchasing a USED 35,000GVW cab and chassis with plow and a stainless steel sander body (to replace a 2002 35,000GVW cab and chassis with a sander body), 2) purchasing a NEW diesel 4x4 pick-up truck with plow (to replace a 1999 pick-up truck with plow), 3) purchasing NEW 1 ton 18,000GVW diesel dump truck with plow (to replace a 2002 16,000GVW utility dump truck), 4) retrofitting the 2002 16,000GVW dump truck with a service body (to replace a 1988 service truck), 5) repairing the frame, replacing the crane and stripping priming and painting the 1983 catch basin cleaning (CB) truck and 6) funding the stripping, priming and painting of a 35,000GVW truck.

**Annual Town Meeting (continued)**

2. *The current ICV, operated by the Fire Chief, is a 2002 Chevy Tahoe with over 93,000 miles. This vehicle is equipped with interoperable communications equipment, response information for various buildings and facilities, as well as miscellaneous tools and equipment which allows the Incident Commander to effectively direct and manage fire, medical, rescue and other emergency incident of all types. The vehicle is used by the Fire Chief to respond to emergency calls both on and off duty, as well as used in the normal performance of the Fire Chief's required duties. The current vehicle will be reassigned to the fire prevention officer to replace a very worn 2003 Ford Crown Victoria former police cruiser. By reassigning the vehicle to fire prevention, the life expectancy of the vehicle will be extended approximately three to five years.*

3. *To replace 2 HVAC air handlers and rebuild 3 HVAC air handlers in the Town House.*

4. *To replace 2 boilers and controls and repave a portion of the parking area at the Senior Center.*

5. *To replace two police cruisers and equipment including video cameras.*

**MOTION MADE:** That the Town vote to appropriate a total of \$280,000 by raise and appropriation; \$226,000 for DPW equipment; and finally to transfer \$54,000 from Receipts Reserve Ambulance fund for a fire department command vehicle.

**MOTION PASSED BY MAJORITY VOTE.**

**ARTICLE 12:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \$250,000 for the maintenance of Town roads, or do or act anything in relation thereto.

Proposed by: DEPARTMENT OF PUBLIC WORKS

Board of Selectmen Recommendation: Support (with \$100,000 from overlay account)

Advisory Committee Recommendation: At Town Meeting

Summary: *This money is used for the Town's paving contract and other street maintenance contracts such as crack sealing and infrared repair.*

**MOTION MADE:** That the Town vote to appropriate a total of \$250,000 by raising and appropriating \$150,000 and transferring from the Overlay Surplus account \$100,000 for the maintenance of Town roads.

**AMENDMENT MADE:** To appropriate a total of \$200,000 by raising \$100,000 and transferring \$100,000 from the Overlay Surplus account.

**AMENDMENT DEFEATED.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

**ARTICLE 13:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \$155,000 to perform engineering required to develop 25% plans for Route 85, from the Hopkinton Town Line to Route 30, to be listed for Federal Transportation Improvement Plan (TIP) money, or do or act anything in relation thereto.

Proposed by: DEPARTMENT OF PUBLIC WORKS

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will fund the engineering required for the Town to develop plans for listing on the TIP. A commitment to reimburse the Town a sum of this money has been obtained from Legacy Farms Project in Hopkinton.*

**MOTION MADE:** TO POSTPONE THIS ARTICLE INDEFINETLEY.

**MOTION PASSED UNANIMOUSLY.**

***Annual Town Meeting (continued)***

**ARTICLE 14:** To see if the Town will vote to transfer from the Water Reserves Fund and appropriate the sum of \$75,000 to be expended in amounts requested by the DPW Superintendent and a vote of the Board of Selectmen for any unforeseen project costs or water system improvements requiring immediate appropriation, or do or act anything in relation thereto.

Proposed by: DEPARTMENT OF PUBLIC WORKS

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will allow the Board of Selectmen to approve additional funding for water projects with unforeseen complications, that are above the appropriation estimate or repairs that constitute or arise from an emergency.*

**MOTION MADE:** That the Town vote to transfer from the Water Reserves Fund and appropriate the sum of \$75,000 to be expended in amounts requested by the DPW Superintendent and a vote of the Board of Selectmen for any unforeseen WATER project costs or water system improvement requiring immediate appropriation.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 15:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager, or Town Administrator in his absence, shall recommend appropriate projects to the Board of Selectmen. The Board of Selectmen shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

**MOTION MADE:** That the Town will vote to raise and appropriate \$96,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager or Town Administrator in his absence, shall recommend appropriate projects to the Board of Selectmen. The Board of Selectmen shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committee.

**MOTION PASSED BY MAJORITY VOTE.**

**ARTICLE 16:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate the sum of \$30,000 for the purpose of purchasing three Thermal Imaging Units for the Fire Department, or do or any act anything in relation thereto.

Proposed by: FIRE CHIEF

Board of Selectmen Recommendation: Support \$20,000 (2 thermal imagers)

Advisory Committee Recommendation: At Town Meeting

Summary: *The fire department currently has 2 thermal imaging units which are approaching 10 years old. Because of the extremely rough environment they are exposed to in fire situations, they have become extremely unreliable and expensive to maintain. Thermal imagers are invaluable while searching buildings for signs of fire and trapped occupants, as well as searching for the source of heat. One thermal imager would be added, which would provide a unit in each of the three primary fire trucks.*

**MOTION MADE:** That the Town will vote to raise and appropriate, the sum of \$20,000 for the purpose of purchasing two Thermal Imaging Units for the Fire Department.

***Annual Town Meeting (continued)***

***MOTION PASSED BY MAJORITY VOTE.***

**ARTICLE 17:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate the sum of \$25,000 for legal fees associated with the legal suit with Northborough over the Algonquin reimbursement formula, or do or act anything in relation thereto.

*Proposed by: BOARD OF SELECTMEN*

*Board of Selectmen Recommendation: Support*

*Advisory Committee Recommendation: At Town Meeting*

*Summary: Funding for special legal counsel who will assist the Town in the suit filed by Northborough regarding the regional school debt assessment.*

***MOTION MADE:*** That the Town will vote to transfer from the overlay surplus account the sum of \$25,000 for legal fees associated with the legal suit with Northborough over the Algonquin reimbursement formula.

***MOTION PASSED BY MAJORITY VOTE.***

**ARTICLE 18:** To see if the Town will vote to repeal the vote Article 49 of the April 12, 1999 town meeting to repeal the provisions of Massachusetts General Laws, Chapter 41, Section 108L, the Career Incentive Pay Program for Police Officers (also known as the Quinn bill), or do or act anything in relation thereto.

*Proposed by: BOARD OF SELECTMEN*

*Board of Selectmen Recommendation: At Town Meeting*

*Advisory Committee Recommendation: At Town Meeting*

*Summary: This article is on the warrant in the event the Board of Selectmen negotiates an educational incentive that will replace the Quinn bill.*

***MOTION MADE:*** TO POSTPONE THIS ARTICLE INDEFINITELY.

***MOTION PASSED UNANIMOUSLY.***

**ARTICLE 19:** To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, \$30,000 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

*Proposed by: BOARD OF SELECTMEN*

*Board of Selectmen Recommendation: Support*

*Advisory Committee Recommendation: At Town Meeting*

*Summary: This article will fund any vacation and sick pay due to eligible employees upon their retirement.*

***MOTION MADE:*** That the Town vote to transfer from the overlay surplus fund \$30,000 for the purpose of paying to eligible retirees the amount due for accrued vacation and sick time.

***MOTION PASSED UNANIMOUSLY.***

**ARTICLE 20:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \$14,248.25 to reimburse four town employees for legal fees and expenses they incurred defending allegations of misconduct for which no discipline was recommended, or do or act anything in relation thereto.

*Proposed by: BOARD OF SELECTMEN*

*Board of Selectmen Recommendation: Support*

*Advisory Committee Recommendation: At Town Meeting*

***Annual Town Meeting (continued)***

*Summary: This article will authorize the Town to reimburse three current and one former employee for legal bills they incurred and paid as a result of an allegation that comments were made after work during a social gathering.*

***MOTION MADE:*** That the Town vote to transfer from the overlay surplus account the sum of \$14,248.25 to reimburse four town employees for legal fees and expenses they incurred defending allegations of misconduct for which no discipline was recommended.

***MOTION MADE:*** To advance to Article 34.

***MOTION PASSED UNANIMOUSLY.***

***MOTION MADE:*** TO POSTPONE ARTICLE 34 INDEFINITELY.

***MOTION PASSED UNANIMOUSLY.***

***AMENDMENT MADE TO MAIN MOTION:*** That the Town appropriate \$7,124.12.

***AMENDMENT MADE TO MAIN MOTION PASSED BY MAJORITY VOTE.***

***ARTICLE 21:*** To see if the Town will vote to transfer from overlay surplus a sum of money to stabilization, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

*Summary: This article would transfer a sum of money from the overlay surplus fund to the stabilization fund. This article may be postponed indefinitely.*

***MOTION MADE:*** TO POSTPONE THIS ARTICLE INDEFINITELY.

***MOTION PASSED UNANIMOUSLY.***

***ARTICLE 22:*** To see if the Town will vote to amend the Town of Southborough's local room occupancy excise under Massachusetts General Laws, Chapter 64G, §3A at the rate of 6 percent, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

*Summary: Acceptance of this general law will allow the town to increase its hotel/motel/room occupancy tax from 4% to 6% and will produce approximately \$16,000 in additional town receipts.*

***MOTION MADE:*** That the Town of Southborough amend its local room occupancy excise under Mass. General Laws, Chapter 64G, §3A to the rate of 6 percent.

***MOTION PASSED UNANIMOUSLY.***

***ARTICLE 23:*** To see if the Town will vote to accept Massachusetts General Laws, Chapter 138, Section 33B, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

*Summary: This article will allow the sale of alcoholic beverages beginning at 10 a.m. on Sundays. Currently alcoholic beverages cannot be sold until noon on Sundays.*

**Annual Town Meeting (continued)**

**MOTION MADE:** That the Town vote to accept Massachusetts General Laws, Chapter 138, Section 33B.

**MOTION PASSED BY MAJORITY VOTE.**

**ARTICLE 24:** To see if the Town will vote to grant, as a drainage easement, to the Massachusetts Department of Transportation, 500 Square Feet of land on the north side of Southville Road and west side of Constitution Drive. This land is described as "Proposed Drainage Easement, Area = 500 SQ. FT." on the plan entitled "Easement Plan of Land in Southborough, Massachusetts", prepared by Vanasse, Hangen and Brustlin, Inc. and dated December 21, 2010. Plan is on file with the Town Clerk's office, or do or act anything in relation thereto.

Proposed by: DEPARTMENT OF PUBLIC WORKS

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article allows new drainage, created as part of the Southville Road sidewalk project, from the portion of Southville Road that is owned by the MassDOT to cross over property owned by the Town of Southborough.*

**MOTION MADE:** That the Town vote to grant, as a drainage easement, to the Massachusetts Department of Transportation, 500 SF of land on the north side of Southville Road and west side of Constitution Drive. This land is described as "Proposed Drainage Easement, Area = 500 SQ. FT." on the plan entitled "Easement Plan of Land in Southborough, Massachusetts", prepared by Vanasse, Hangen and Brustlin, Inc. and dated December 21, 2010, plan is on file with the Town Clerk's office.  
Requires a 2/3 vote.

**MOTION PASSED:** 152 in favor, 2 opposed.

**ARTICLE 25:** To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2012 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections).....	\$252,499.04
State Match (projected State match).....	\$ 71,282.19
Total Projected Revenue.....	\$323,781.23

**Set Aside - Open Space**

\$32,378.12 to be set aside, held in the Community Preservation Fund, and spent in FY2012 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

**Set Aside - Historic Preservation**

\$32,378.12 to be set aside, held in the Community Preservation Fund, and spent in FY2012 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

**Set Aside - Community Housing**

\$32,378.12 to be set aside, held in the Community Preservation Fund, and spent in FY2012 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

**Administrative Costs - Community Preservation Committee**

**\$16,189.06** to defray the administrative and operating expenses of the Community Preservation Committee in FY2012 for the Community Preservation Fund (discretionary).

***Annual Town Meeting (continued)***

**Set Aside - Budgeted Reserve/Discretionary**

Reserved For FY12      CPF (Budgeted Reserve/Discretionary)      \$240,803.46

**FY 2010 Interest/Adjustments**

To accept \$38,985.00 of interest/adjustments received in FY2010 and to set aside 10% in each of the Historic, Open Space and Housing Reserve Accounts and 70% to the Budgeted Reserve/Discretionary.

\$ 3,898.50 Set Aside – Open Space

\$ 3,898.50 Set Aside – Community Housing

\$ 3,898.50 Set Aside – Historic Preservation

\$ 27,289.50 – CPF (Budgeted Reserve/Discretionary)

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *These set asides are an annual requirement under the Community Preservation Act.*

**MOTION MADE:** That the Town vote to accept the report of the Community Preservation Committee for the FY2012 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as printed in the warrant.

***MOTION PASSED BY MAJORITY VOTE.***

**ARTICLE 26:** To see if the Town will vote to appropriate \$36,276.62 from the CPA Housing Reserve Fund as requested by the Southborough Affordable Housing Trust. Monies will be used for the purchase and/or construction of new affordable housing in accordance with the Southborough Affordable Housing Trust rules and regulations, and in compliance with the Community Preservation Act. Said funds to be expended under the direction of the Community Preservation Committee, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *Funds from the CPA and from Southborough's inclusionary zoning bylaw used in the flexible structure of the Housing Trust Fund will allow the Town to act quickly and creatively in meeting the Town's affordable housing needs.*

**MOTION MADE:** That the Town vote to appropriate \$36,276.62 from the CPA Housing Reserve Fund as requested by the Southborough Affordable Housing Trust. Monies will be used for the purchase and/or construction of new affordable housing in accordance with the Southborough Affordable Housing Trust rules and regulations, and in compliance with the Community Preservation Act. Said funds to be expended under the direction of the Community Preservation Committee.

***MOTION PASSED BY MAJORITY VOTE.***

**ARTICLE 27:** To see if the Town will vote to appropriate \$189,374.28 (\$36,276.62 from the Open Space Reserve Fund, and \$153,097.66 from the CPA General Unreserved/Fund Balance), to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting



***Annual Town Meeting (continued)***

*Summary: This article is the Community Preservation Fund's portion of the annual payment of the bond funding for the preservation of Chestnut Hill Farm.*

**MOTION MADE:** That the Town vote to appropriate \$189,374.28 (\$36,276.62 from the Open Space Reserve Fund, and \$153,097.66 from the CPA General Unreserved/Fund Balance), to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED BY MAJORITY VOTE.**

**ARTICLE 28:** To see if the Town will vote to appropriate \$21,000 from the Historical Reserve fund, for a Historic Residential Village designation, for the purpose of Historic Preservation. Said funds to be expended under the direction of the Community Preservation Committee, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

*Summary: Monies will be used to fund a Preservation Consultant to research and prepare a National Register Historic District nomination and to coordinate between town officials, committees and resident groups with the Massachusetts Historic Commission.*

**MOTION MADE:** TO POSTPONE THIS ARTICLE INDEFINETLEY.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 29:** To see if the Town will vote to appropriate \$4,000 from the General Unreserved/Fund Balance for the purpose of creating a sand volleyball court at Neary School, for the purpose of recreation. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

*Summary: Monies will be used to create a sand volleyball court at Neary School.*

**MOTION MADE:** That the Town vote to appropriate \$4,000 from the General Unreserved/Fund Balance for the purpose of creating a sand volleyball court at Neary School, for the purpose of recreation. Said funds to be expended under the direction of the Community Preservation Committee

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 30:** To see if the Town will vote to appropriate \$133,000 from the General Unreserved/Fund Balance for the purpose of creating Splash Pad & Playground adjacent to the South Union School (the Recreation Department), for the purpose of recreation. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

*Summary: Monies will be used to create a Splash Pad & Playground adjacent to the Recreation Department.*

**MOTION MADE:** That the Town vote to appropriate \$96,700 from the General Unreserved/Fund Balance for the purpose of creating a Playground adjacent to the South Union School (the Recreation Department), for the purpose of recreation. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Annual Town Meeting (continued)**

**MOTION PASSED:** 105 in favor, 82 opposed

**ARTICLE 31:** To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to reauthorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic for the Board of Health to a maximum of \$6,500.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of \$80,000.
3. Department of Public Works for 9-11 Field Maintenance and usage and DCR annual fee to a maximum of \$50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of \$25,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of \$75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of \$6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of \$1,500.
8. Recreation Commission for a portion of recreation program costs to a maximum of \$323,175.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION AND CONSERVATION COMMISSION

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article, which provides for revolving funds must be approved annually and will:*

- 1. Allow the Board of Health to collect fees for vaccines and use these fees to offset the costs of running the immunization clinic;*
- 2. To use the fees collected for the Sealer of Weights and Measures, Plumbing and Wiring Inspector to pay the inspectors;*
- 3. Allow the Recreation Commission to collect rental fees for use of 9-11 field to pay for maintenance for the field and pay DCR an annual field usage fee;*
- 4. To use fees collected under the Southborough Wetland Bylaw and Regulations to cover departmental and consultant costs incurred for the review, issuance and ongoing monitoring of permitted projects;*
- 5. To use money collected from hazardous incidents to cover the departmental expense related to the incident;*
- 6. The money collected will cover the cost of running CPR classes;*
- 7. The fees collected from plot rentals to cover the costs of running the Community Garden;*
- 8. To cover a portion of the costs associated with Recreation programming.*

**MOTION MADE:** That the Town vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to reauthorize the use of a revolving funds as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 32:** To see if the Town will vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, Zoning; by deleting Section 174-8.9 in its entirety and inserting in place thereof the following text:

**174-8.9 WFP Wetland and Floodplain District**

- A. The Wetland and Floodplain District is considered to be an overlay district. The District includes all special flood hazard areas within the Town of Southborough designated as Zone A and AE, on the Worcester County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of

***Annual Town Meeting (continued)***

the Worcester County FIRM that are wholly or partially within the Town of Southborough are panel numbers 25027C0654E, 25027C0658E, 25027C0659E, 25027C0662E, 25027C0666E, 25027C0667E, 25027C0668E, 25027C0669E, 25027C0678E and 25027C0686E dated July 4, 2011. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 4, 2011. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission and Department of Public Works.

**B. Base Flood Elevation and Floodway Data**

- (1) Floodway Data. In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- (2) Base Flood Elevation Data. Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lesser, within unnumbered A zones.

**C. Notification of Watercourse Alteration – In a riverine situation, the Conservation Commission shall notify the following of any alteration or relocation of a watercourse:**

- (1) Adjacent Communities
- (2) NFIP State Coordinator  
Massachusetts Department of Conservation and Recreation  
251 Causeway Street, Suite 600-700  
Boston, MA 02114-2104
- (3) NFIP Program Specialist  
Federal Emergency Management Agency, Region I  
99 High Street, 6th Floor  
Boston, MA 02110

**D. Reference to Existing Regulations**

- (1) The Floodplain District is established as an overlay district to all other districts. All development in the district, including structural and non-structural activities, whether permitted by right or by special permit must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws and with the following:
  - (a) Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR 120.G, "Flood Resistant Construction and Construction in Coastal Dunes");
  - (b) Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);
  - (c) Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);
  - (d) Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5);
- (2) Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

**E. Other Use Regulations**

- (1) All subdivision proposals must be designed to assure that:
  - (a) such proposals minimize flood damage;
  - (b) all public utilities and facilities are located and constructed to minimize or eliminate flood damage; and
  - (c) adequate drainage is provided to reduce exposure to flood hazards.
- (2) In Zones AE, along watercourses in the Town of Southborough that have a regulatory floodway designated on the Worcester County FIRM encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge,

, or do or act anything in relation thereto.

***Annual Town Meeting (continued)***

Sponsored by: BOARD OF SELECTMEN AND PLANNING BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article replaces the Town's zoning regulations relative to development within floodplains, including adoption of newly amended Flood Insurance Rate Maps to establish the Wetland and Floodplain District. Amendment of the floodplain bylaw is required to maintain compliance with FEMA's National Flood Insurance Program.*

**MOTION MADE:** That the Town vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, Zoning; by deleting Section 174-8.9 in its entirety and inserting in its place a new Section 174-8.9 as printed in the warrant.

Requires a 2/3 vote.

***MOTION PASSED UNANIMOUSLY.***

**ARTICLE 33:** To see if the Town will act to create a Committee of five members, "The Drafting Committee for Town Manager Legislation", appointed by the Moderator, to draft special municipal legislation whose purpose shall be to enact a Town Manager form of government with an elected Board of Selectmen, consisting of five persons, this Committee to present the proposed legislation in a Warrant for consideration by the Annual Town Meeting of 2012, or such earlier Special Town Meeting as may arise; further, to raise and appropriate or transfer and appropriate a sum of money for the purpose of providing legal counsel to said Committee, or do or act anything in relation thereto.

Proposed by: PETITION OF JOHN B. BUTLER JR. AND 31 OTHERS

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article creates a committee to draft language that implements the recommendations of the Town Government Study Committee. Up to \$10,000 will be used for legal or other professional services to assist the committee in drafting the municipal legislation.*

**MOTION MADE:** That the Town create a Committee of five members, "The Drafting Committee for Town Manager Legislation", appointed by the Moderator, to draft special municipal legislation whose purpose shall be to enact a Town Manager form of government with an elected Board of Selectmen, consisting of five persons, this Committee to present the proposed legislation in a Warrant for consideration by the Annual Town Meeting of 2012, or such earlier Special Town Meeting as may arise; further, that the town vote to transfer for the overlay surplus account \$10,000 for the purpose of providing consulting services to said Committee.

***MOTION PASSED BY MAJORITY VOTE.***

**ARTICLE 34:** To see if the Town will act to raise and appropriate or transfer and appropriate \$14,248.25 for the purpose of paying attorney's fees incurred by Town employees in responding to or dealing with a Town investigation during 2009 and 2010, or do or act anything in relation thereto.

Proposed by: PETITION OF JAMES F. HEGARTY AND 16 OTHERS

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *See article 20*

***SEE ARTICLE 20.***

At 10:10 PM, it was unanimously voted to dissolve the ANNUAL TOWN MEETING.

True Copy

Attest:

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Paul J. Berry, Town Clerk

***Precinct I***  
***Election Officers 2011 (appointed)***

***Warden:*** Patricia Draper  
***Deputy Warden:*** Doriann Jasinski  
***Clerk:*** Marie Kensinger  
***Deputy Clerk:*** Barbara Murphy

***Inspectors***

Sandra Callinan  
Lena Carloni  
Vernelle L. Cibelli  
Dorothy M. Delarda  
Sandra Fisher

Brenda Gaffney  
Joan K. Henderson  
Joyce Macknauskas  
Janet M. E. Mattioli  
Joanne M. McCandless

Karen Muggeridge  
Alphonsina Torcoletti  
Carol Ann Yozzo

***Tellers***

Joyce Macknauskas

Karen White

***Precinct II***  
***Election Officers 2011 (appointed)***

***Warden:*** Regina McAuliffe  
***Deputy Warden:***  
***Clerk:*** Sheila Wilson  
***Deputy Clerk:*** Carol Gay

***Inspectors***

Barbara Jeanne Barnes  
Lorraine Brond  
Janet S. DeNapoli  
Lois Denman

Nicole Hornblower  
Maryann Lamy  
Mildred Lemire  
James McCarthy

Delia Mulvaney  
Cyd Ostrovsky  
Linda Petry  
Josephine Shea

***Tellers***

Gloria Barr

Jean Wood

***Precinct III***  
***Election Officers 2011 (appointed)***

***Warden:*** Arthur Miner  
***Deputy Warden:*** Linda Hubley  
***Clerk:*** Diane C. Cameron  
***Deputy Clerk:*** Carol Miner

***Inspectors***

Edward Barnes  
Kathleen Bartolini  
Diane Beane  
Jeffrey Beane

John Boiardi  
Lorraine Caruso  
Margaret DeFazio  
Lidia Kiley

David Munroe  
Anita Reeder  
Irene Burkis Tibert  
Sally Watters

***Tellers***

Carol Miner

Claudia Roche

# Annual Town Election

## Monday, May 9, 2011

### TOWN CLERK 3 years

#### *Vote for One*

Paul J. Berry	667
All Others	2
Blanks	145
Total	814

### BOARD OF SELECTMEN 3 years

#### *Vote for One*

Daniel L. Kolenda	626
Jeffrey D. Rosenberg	169
All Others	3
Blanks	16
Total	814

### TOWN MODERATOR 1 year

#### *Vote for One*

David A. Coombs	639
All Others	1
Blanks	174
Total	814

### ASSABET VALLEY REGIONAL VOC. SCHOOL DISTRICT COMMITTEE 1 year

#### *Vote for One*

James W. Denman	630
All Others	1
Blanks	183
Total	814

### BOARD OF COMMISSIONERS OF TRUST

#### FUNDS 3 years

#### *Vote for One*

William J. Boland	604
All Others	3
Blanks	207
Total	814

### BOARD OF ASSESSORS 3 years

#### *Vote for One*

Thomas J. Beaumont	589
All Others	1
Blanks	224
Total	814

### BOARD OF HEALTH 3 years

#### *Vote for One*

Nancy A. Sacco	621
All Others	0
Blanks	193
Total	814

### BOARD OF TRUSTEES LIBRARY 3 years

#### *Vote for not more than Two*

Judith K. Budz	545
Nancy E. Mayo	507
All Others	0
Blanks	576
Total	1628

### SOUTHBOROUGH SCHOOL COMMITTEE

#### *3 years Vote for not more than Two*

Kathleen A. Harragan	523
Paul H. Desmond	512
All Others	2
Blanks	591
Total	1628

### NORTHBOROUGH/SOUTHBOROUGH REGIONAL SCHOOL DISTRICT

#### COMMITTEE, SOUTHBOROUGH

#### CANDIDATE 3 years (Southborough Vote)

#### *Vote for not more than Two*

Paul C. Butka	568
David C. Rueger	475
All Others	1
Blanks	584
Total	1628

### NORTHBOROUGH/SOUTHBOROUGH REGIONAL SCHOOL DISTRICT

#### COMMITTEE, SOUTHBOROUGH

#### CANDIDATE 3 years (Northborough Vote)

#### *Vote for not more than Two*

Paul C. Butka	399
David C. Rueger	402
All Others	0
Blanks	399
Total	1200

### NORTHBOROUGH/SOUTHBOROUGH REGIONAL SCHOOL DISTRICT

#### COMMITTEE, NORTHBOROUGH

#### CANDIDATE 3 years (Southborough Vote)

#### *Vote for not more than Two*

Shirley J. Lundberg	562
Elaine Kelly	2
All Others	0
Blanks	1064
Total	1628

<p align="center"><b><i>Annual Town Election</i></b>  <b><i>Monday, May 9, 2011</i></b></p>
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NORTHBOROUGH/SOUTHBOROUGH

REGIONAL SCHOOL DISTRICT

COMMITTEE, NORTHBOROUGH

CANDIDATE 3 years (Northborough Vote)

*Vote for not more than Two*

Shirley J. Lundberg	449
Elaine Kelly	8
All Others	26
Blanks	717
Total	1200

PLANNING BOARD 5 years

*Vote for One*

Kathleen B. Bartolini	586
All Others	4
Blanks	224
Total	814

SOUTHBOROUGH HOUSING AUTHORITY

*2 years Vote for One*

Jean A. Chappelle	533
Paul P. Morin	68
All Others	0
Blanks	213
Total	814

A true copy:

Attest: \_\_\_\_\_

Paul. J. Berry, Town Clerk

# EDUCATION



A 21093 Post Office & Masonic Bldg., Southboro, Mass.

**This sizeable commercial building built in 1907 burned down seven years later.  
Where was it and, in addition to the post office, who were the tenants?**

[Located at the northwest corner of Main and Newton Streets and known as the "Masonic Building," it included a drug store, a grocery, an express company, and the deputy sheriff's office, as well as the post office. Likely the St. Bernard's AF and AM Hall was on the second floor.]



## *Southborough School Committee*

Marybeth R. Strickland  
Kathleen A. Harragan  
Deborah S. Keefe  
Susan P. Dargan  
Paul H. Desmond

Chairperson  
Vice Chairperson  
Secretary

### *Administration*

Charles E. Gobron  
*A.B., M.Ed., Ed.D.*

Superintendent of Schools

Christine M. Johnson  
*B.S., M.A.*

Assistant Superintendent of Schools

Barbara E. Goodman  
*B.S., M.Ed.*

Director of Student Support Services

Linda P. Andrews  
*B.A., M.Ed., C.A.G.S.*

Assistant Director of Student Support Services

Cheryl L. Levesque  
*B.S.*

Director of Business

Jean E. Tower  
*B.S., M.A., C.A.G.S.*

Director of Technology

Cheryl M. Lepore  
Pauline D. Joncas  
Sandra J. Burgess

Administrative Assistant to the Superintendent  
Central Office Secretary

Administrative Assistant to the Director of  
Student Support Services

Bernadette M. Noel

Administrative Assistant to the Assistant  
Superintendent and Director of Technology

Jolene A. Chapski  
Nena H. Wall  
Deborah A. Gabriau  
Lois S. McMahon  
Carla McAuliffe  
Robin A. Mason  
Pamela E. Hite  
Leeanne Wilkie  
Suzanne L. Houle

Business Secretary  
Personnel Coordinator  
Personnel Clerk  
Receptionist/Secretary  
Budget Officer  
Financial Coordinator - Northborough  
Financial Coordinator - Southborough  
Financial Coordinator - Algonquin  
Financial Clerk

Business Office

53 Parkerville Road  
Southborough, MA 01772

Office Hours:  
Telephone:  
FAX:

8:00 a.m. - 4:30 p.m.  
(508) 486-5115  
(508) 486-5123

## ***Superintendent's Report***

***Charles E. Gobron, Ed.D.***

***Superintendent of Schools***

I am pleased that in 2011 the Southborough community continued its strong tradition of support for quality education. Because of the valued partnership with parents, educators, and community members, the Southborough Public Schools have been able to provide students with opportunities to excel in academics, practice skills related to social responsibility, reinforce critical thinking, and become comfortable with the technological demands needed for success in the 21<sup>st</sup> Century.

The following are a few highlights from 2011. Please consult our district webpage at [www.nsboro.k12.ma.us](http://www.nsboro.k12.ma.us) for more details about the Southborough Public Schools.

- Finn School principal Mary Ryan retired after fourteen years of dedicated service to the Southborough Public Schools; James Randell, principal of Woodward School, assumed the leadership of both Woodward and Finn on July 1<sup>st</sup>.
- The Worcester School Committee recognized Finn School for the Boots and Books collection that was instituted this past year on behalf of Chandler Street Elementary School in Worcester.
- The Woodward School received the International Reading Association Exemplary Program Award in 2011. The dedication and hard work of the entire staff led to the development of an exemplary reading program that won recognition on both the state and national level.
- The Southborough Organization for Schools (SOS) and the Southborough Education Foundation (SEF) continued to be strong supports for all of our schools. The investment and involvement of interested parents and community members have had a very positive effect on the learning environment for students.
- The development and refinement of the weekly school meeting has strengthened the entire Neary School community; students and teachers have appreciated having the opportunity to share common goals and to start each week with a celebration of individual and group accomplishments.
- Eight additional interactive eno boards were installed at Neary and appropriate professional development was provided; the maintenance upgrades at Neary School this past summer included new tile work, an oil tank removal, and bathroom renovations.
- A partnership between Trottier Middle School and Worcester Polytechnic Institute (WPI) has led to the implementation of ASSISTments, an interactive online database that provides teachers with a remarkable amount of student performance data in mathematics.
- Building-based curriculum efforts at Trottier include a transition to the new Common Core Standards. Because many staff members have had extensive training in Atlas Rubicon Curriculum Mapping software, they will utilize this technology to implement and organize the identified changes.
- Comprehensive student support teams, well established in all four Southborough Schools, continued to function well this year; these teams provide assistance and interventions to students who are challenged by disabilities, learning differences, and/or life events beyond their control.
- Student Support Services personnel continued to partner with general education teachers to customize instructional assistance to meet the unique challenges that individual students encounter.
- The Southborough schools continue to maximize technology integration by using free and low cost web-based applications; despite fiscal constraints we continue to take some steps toward upgrading networks and replacing the oldest computers in the schools.
- A new district-wide technology plan has been developed; meetings with many stakeholders continue to take place to strategize ways to implement the important technology initiatives in the three-year plan.
- The Southborough schools continue to work diligently to seek additional funding through grants that are available through public and private sources. Staff members continue to celebrate current and innovative practices within their classrooms and at the district level through grant writing activities.

*Superintendent's Report (continued)*

- The professional development offered to the Southborough staff members supports the mission and goals of our district as well as individual professional growth plans. We continue to explore new opportunities for learning through webinars, online learning, and traditional delivery of professional development activities.

**Grants**

The following is a brief summary of the federal and state grants Southborough Public Schools received in 2011. Three federal grants are administered through the Office of the Assistant Superintendent. The Office of Student Support Services administers another three federal grants. The Essential School Health Services grant falls under the auspices of the Nurse Leader, and the state Kindergarten grant is monitored by the Business Office and the Superintendent.

**Title I Entitlement Grant - \$29,613**

Title I provides funding for interventions that benefit underachieving students by helping students from Woodward, Neary and Trotter schools meet state performance standards. Title I funding is distributed based on a federal formula. Students receive assistance based strictly on academic criteria.

**Title II Part A - Improving Educator Quality - \$20,652**

This grant provides funds for high-quality professional development, including consultant fees, leadership training opportunities for educators, coverage for teachers participating in mandated training, and stipends for summer curriculum projects. The grant also pays for training regarding methods of instruction for English Language Learners.

**Quality Full-Day Kindergarten Grant - \$56,260**

The purpose of these funds is to enhance the educational experience of children currently in full-day kindergarten classrooms. The focus is on improving the quality and continuity of curriculum across preschool, kindergarten, and grade one. The district uses these funds to defray the cost of kindergarten instructional aides.

**Early Childhood Special Education Allocation - \$32,784 Consolidated Grant**

This grant guarantees that young children with disabilities are placed in high-quality inclusive programs that meet the federal and state requirements for the least restrictive learning environment. The funds pay for part of the costs of the preschool integrated programs, with emphasis on services for medically fragile children.

**SPED Program Improvement Allocation - \$17,954**

The purpose of this federal grant is to offer professional development to both special education and regular education personnel in order to improve service delivery for children with identified disabilities. Students in Southborough benefit through educator involvement in workshops, seminars, and site-based consultations.

**Federal Special Education Entitlement - \$352,515**

This annual federal entitlement grant is allocated to ensure that students with disabilities receive a free and appropriate education through the provision of special education and related services. The district utilizes these funds to defray some of the costs involved in meeting students' complex, individual learning needs. A number of special education positions are funded through this grant as well as training and consultation for classroom teachers, special education teachers, and therapists.

**Grants (continued)**

**Title III English Language Acquisition - \$22,668 Consolidated Grant**

The purpose of this consolidated grant, shared by the Northborough, Southborough, and Northborough-Southborough Regional School Districts, is to offer supplemental services to children whose first language is not English. Funds are used to provide these children with the assistance needed to perform challenging academic work at proficient levels.

**Essential School Health Services - \$86,100 Consolidated Grant**

This past year the Massachusetts Department of Public Health continued to award a health services grant to the Northborough, Southborough, and Northborough-Southborough Regional School Districts. The purpose of these funds is to improve health services to all school children. A number of nursing positions are funded through this grant.

**SOUTHBOROUGH PUBLIC SCHOOLS**  
**Enrollment by Grades**  
**October 3, 2011**

<i>School</i>	Pre-K	K	1	2	3	4	5	6	7	8	<i>Total</i>
<b>Finn</b>	37	129	115								<b>281</b>
<b>Woodward</b>				160	150						<b>310</b>
<b>Neary</b>						157	183				<b>340</b>
<b>Trottier</b>								186	164	159	<b>509</b>
<b>Total</b>	37	129	115	160	150	157	183	186	164	159	<b>1,440</b>

# Town of Southborough School Financial Statement

For the 2011 Fiscal Year - July 1, 2010 through June 30, 2011

## APPROPRIATION:

Regular Education	\$ 11,467,568
Special Education	\$ 4,979,158
Total Beginning Appropriation	\$ 16,446,726

**Total Appropriation** \$ 16,446,726

## EXPENDITURES:

### REGULAR DAY PROGRAMS

#### ADMINISTRATION:

School Committee	\$ 12,984
Superintendent's Office	\$ 95,645
Administrative Support Services	\$ 318,507
<b>Total Administration</b>	<b>\$ 427,137</b>

#### INSTRUCTION:

Supervision	\$ 38,862
Principals' Offices	\$ 848,951
Teaching	\$ 7,009,037
(includes Salaries, Supplies and Materials)	
Professional Development	\$ 66,598
Textbooks & Instructional Equip	\$ 367,589
Library Services	\$ 272,505
Guidance Services	\$ 224,535
<b>Total Instruction</b>	<b>\$ 8,828,076</b>

#### OTHER SCHOOL SERVICES:

Attendance Services	\$ 500
Health Services	\$ 265,809
Pupil Transportation	\$ 346,962
Cafeteria Services	\$ -
After School Activities	\$ 22,396
Student Body Activities	\$ 25,330
<b>Total Other School Services</b>	<b>\$ 660,997</b>

#### OPERATION OF PLANTS:

Custodial Services	
(Salaries & Supplies)	\$ 681,654
Heating	\$ 153,462
Electricity	\$ 275,508
Telephones	\$ 15,501
Gas	\$ 361
Water	\$ 20,104
Technology Telecommunications	\$ 27,348
<b>Total Operation of Plants</b>	<b>\$ 1,173,938</b>

#### MAINTENANCE:

Grounds	\$ 13,584
Buildings	\$ 183,255
Equipment	\$ 93,980
Extraordinary Maint	\$ 24,482
Technology Maintenance	\$ 30,590
<b>Total Maintenance</b>	<b>\$ 345,891</b>

**LEASE OF BUILDING & EQUIPMENT:** \$ 4,133

**TUITION OTHER PUBLIC SCHOOLS:** \$ 7,611

**TOTAL EXPENDITURES,  
REGULAR DAY PROGRAMS**

\$ 11,447,782

## SPECIAL EDUCATION PROGRAMS

Legal Services	\$ 12,664
Supervision	\$ 123,725
Teaching (Salaries & Supplies)	\$ 2,674,375
Professional Development	\$ 2,188
Psychological Services	\$ 287,641
Health Services	\$ 52,621
Transportation	\$ 386,457
Equipment Maintenance	\$ 7,594
Programs - Other Schools in Massachusetts	\$ 1,315,094
Payments to Collaboratives	\$ 111,935
<b>TOTAL EXPENDITURES, SPECIAL EDUCATION</b>	<b>\$ 4,974,295</b>

**TOTAL EXPENDITURES** \$ 16,422,076

**BALANCE RETURNED TO GENERAL FUND:** \$ 24,650

## SCHOOL LUNCH ACCOUNT

### INCOME:

Cash Balance from FY10	\$ 3,709
Total Receipts, FY11	\$ 285,607
<b>Total Revenues</b>	<b>\$ 289,316</b>

### EXPENSES:

Total Expenditures, FY11	\$ 278,847	\$ 278,847
<b>BALANCE TO FY12</b>	<b>\$ 10,469</b>	

## KINDERGARTEN ENHANCEMENT

Expenditures	\$ 58,000
Unexpended Balance	\$ -
<b>Total Grant Received</b>	<b>\$ 58,000</b>

## TITLE 1

Expenditures	\$ 25,140
Unexpended Balance	\$ -
<b>Total Grant Received</b>	<b>\$ 25,140</b>

## ARRA - FY2011 SFSF

Expenditures	\$ 14,175
Unexpended Balance	\$ -
<b>Total Grant Received</b>	<b>\$ 14,175</b>





# NEED INFORMATION???



Phone: 508-485-0710 Fax: 508-480-0161

Email: [selectmen@southboroughma.com](mailto:selectmen@southboroughma.com)

Website: [www.southboroughtown.com](http://www.southboroughtown.com)

## EMERGENCY NUMBER.....911 [Police, Fire, Ambulance]

### DEPARTMENT

### PHONE

### CONTACT NAME

Accounting 485-0710  
Animal Control Officer 485-7817  
Assessors 485-0720  
Board of Appeals 485-0717  
Board of Health 481-3013  
Board of Selectmen 485-0710  
Building Department 485-0717  
Conservation Commission 485-0710  
Facilities Department 485-8175  
Fire Department 485-3235  
Housing Authority 481-2166  
Library 485-5031  
Planning Board 485-0710  
Police Department 485-2147  
Public Works Department 485-1210  
    Cemetery Division 485-1618  
    Transfer Station 485-2511  
    Water Division 485-1845  
Recreation Commission 229-4452  
Senior Center 229-4453  
Town Clerk 485-0710  
Treasurer/Collector 485-0710  
Veterans' Agent 229-2172  
Youth and Family Services 481-5676

Heidi Kriger, Town Accountant  
Leslie Boardman  
Paul Cibelli, Principal Assessor  
Jeanne Survell, Administrative Secretary  
Paul Pisinski, Public Health Director  
Jean Kitchen, Town Administrator  
David Gusmini, Building Inspector  
Beth Rosenblum, Conservation Administrator  
Phil Rinehart, Facilities Manager

Lynne Moreno, Director  
Jane Gain, Director  
Eric Denoncourt, Town Planner  
Jane Moran, Police Chief  
Karen Galligan, DPW Superintendent  
Bridget Gilleney-DeCenzo, Division Supervisor  
Hours: 8:00 a.m. - 6:00 p.m. Wednesday through Saturday

Doreen Ferguson, Director  
Pamela LeFrancois, COA Director  
Michelle Jenkins, Assistant Town Clerk  
Brian Ballantine, Finance Director  
John Wilson [4:00 p.m. - 6:00 p.m. Tuesday]  
Laurie Sugarman-Whittier, Director

### OTHER SERVICES

Arts Council 481-9351  
Cable Access 485-8156  
    Charter Communications 1-800-634-1008  
    Verizon 1-800-837-4966  
Citizen Information 1-800-392-6090  
Historical Museum  
Meals on Wheels Program 229-4453  
    Baypath [home delivery] 508-573-7246  
National Grid 1-800-322-3223  
NSTAR 1-800-592-2000  
Post Office, 162 Cordaville Road 485-4736  
Southborough Community House 485-4887

Lou D'Amico, Cable Access Director  
Cable TV provider  
Cable TV provider  
Secretary of State's Office  
Hours: 1:00 p.m. - 4:00 p.m. Sunday  
Call by 1:00 p.m. for next day's reservation  
Call by 1:00 p.m. for next day's reservation  
Customer Service  
Customer Service

Bertha Ginga

### SCHOOLS

Albert S. Woodward [Gr. 2-3] 229-1250  
Algonquin Reg. High School 351-7010  
Assabet Valley Reg. Vocational 485-9430  
Margaret Neary [Gr. 4-5] 481-2300  
Mary Finn [Pre-K-1] 485-3176  
Superintendent's Office 486-5115  
Trotter Middle School [Gr. 6-8] 485-2400

James Randell, Principal  
Thomas Mead, Principal  
Mary Jo Nawrocki, Superintendent/Director  
Linda Murdock, Interim Principal  
James Randell, Principal  
Charles Gobron, Superintendent  
Keith Lavoie, Principal